Volume No. 2 - Classification & Coding Structure	TOPIC NO. 60112
Function No. 60100 - CARS	TOPIC **TABLE MAINTENANCE**
	DATE 7/1/94

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100 Overview

The Commonwealth Accounting and Reporting System (CARS) is a table driven system. Tables perform such functions as: (1) define valid codes, (2) provide titles for the codes, and (3) define financial posting criteria and edits.

The tables allow CARS to edit transactions and detect many basic types of errors. The codes used in each financial transaction are checked against information in the tables and, if certain relationships do not exist between the transaction and the table, CARS rejects the transaction.

The primary CARS tables are:

> Descriptor Tables
> Transaction Code Decision Table
> Cost Code Table
> Vendor Edit Table
> Project Control Table
> System Management Table
> Security Table

101 Purpose

The purpose of the table maintenance/inquiry subsystem is to provide a timely means of updating or inquiring upon system tables. Updating tables occurs in an on-line, real-time mode, which allows for the immediate use of the code.

102 Accessing

The table maintenance/inquiry subsystem can only be accessed through functions 20 through 26 on the CARS Master Menu.

103 Security

Access to the table maintenance/inquiry subsystem is based upon the security authorization established for the user ID in the CARS Security Table. If a user attempts to access a function and they do not have security clearance, they will receive a 'Z11 - SECURITY VIOLATION' message on the terminal screen.

104 Screen Functions

Six common functions can be performed at each screen. The functions and the corresponding actions are listed below.

FUNCTION	ACTION
A = Add	New code is added to the table.
C = Change	Reference data and/or title is changed for an existing code.
D = Delete	Existing code is deleted from the table.
V = View	Reference data and title are displayed.
N = Next	Page forward and display next table entry.
PF13 = Menu	Return to Master Menu.

200 Descriptor Tables

201 Purpose

The titles for codes contained in CARS are located in the Descriptor Tables. These tables also serve as the master list of all valid codes contained in the system. Each time a code is entered (whether as part of an accounting transaction or as part of a table maintenance transaction), a verification is made to ensure that the code is present in the Descriptor Tables. Failure to find the code generally results in an error. Refer to CAPP Volume 3, Topic No. 70225, "Descriptor Tables," for manual procedures and forms preparation for maintenance of the Descriptor Tables.

202 Accessing

The Descriptor Table Maintenance/Inquiry is accessed by selecting function '20' on the CARS Master Menu. A table number is entered at the ACTL0200 screen to access the individual table**. You must return to the ACTL0200 screen when switching between tables**.

203 Screen Formats

```
ACTL020                C A R S  -  DESCRIPTOR TABLE MAINTENANCE/INQUIRY                S200

     WELCOME TO THE DT TABLE MAINTENANCE SYSTEM
     ENTER A TABLE NUMBER AND HIT ENTER TO PERFORM MAINTENANCE/INQUIRY
     HIT PF13 TO RETURN TO MAIN MENU




                              DT TABLE NUMBER:


_____
```

This screen appears for all tables except D09 and D21

```
ACTL0201                C A R S  -   DESCRIPTOR TABLE MAINTENANCE/INQUIRY             S201

     ENTER FUNCTIONS:    (A=ADD,   C=CHANGE,   D=DELETE,   V=VIEW,   N=NEXT,   PF13=MENU)

       TABLE-NUMBER:           TABLE ENTRY-KEY:                          FISCAL YEAR:

       REFERENCE-DATA:
                         12345678901234567890012345
       TITLE:

       START-DATE:                  END-DATE:                  LAST-PROC-DATE:
```

200 Descriptor Tables (Continued)

203 Screen Formats (Continued)

This screen appears for D09 table.

```
ACTL0201              C A R S  -  DESCRIPTOR TABLE MAINTENANCE/INQUIRY           S201

   ENTER FUNCTIONS:    (A=ADD,  C=CHANGE,  D=DELETE,  V=VIEW,  N=NEXT,  PF13=MENU)

   TABLE-NUMBER:  09     TABLE ENTRY-KEY:                          FISCAL YEAR:

   REFERENCE-DATA:
                  12345678901234567890012345
   TITLE:

   START-DATE:               END-DATE:              LAST-PROC-DATE:  01  16  92


   REPORTING-ENTITY:

   CARS-SECURITY-OFFICER-NAME:                            PHONE:


   Z06 - RECORD SUCCESSFULLY DISPLAYED
   PLEASE ENTER FUNCTION
```

This screen appears for D21 table.

```
ACTL0201              C A R S  -  DESCRIPTOR TABLE MAINTENANCE/INQUIRY           S201

   ENTER FUNCTIONS:    (A=ADD,  C=CHANGE,  D=DELETE,  V=VIEW,  N=NEXT,  PF13=MENU)

   TABLE-NUMBER:  21     TABLE ENTRY-KEY:                          FISCAL YEAR:

   REFERENCE-DATA:
                  12345678901234567890012345
   TITLE:

   START-DATE:               END-DATE:              LAST-PROC-DATE:

   VENDOR-ID:                      TDF-IND:      TIP-IND:
```

200 Descriptor Tables (Continued)

204 Table Entry Keys

There are thirty-eight tables in the Descriptor Tables. The table name, table number, and the table-entry-key are listed below.

Table Name	Table Number	Table-Entry-Key
Function	01	Function
Sub-Function	02	Function Sub-Function
Program	03	Program
Sub-Program	04	Program Sub-Program
Element	05	Program Sub-Program Element
Fund Group	06	Fund Group
Fund Detail	07	Agency Fund Group Fund Detail
Secretarial Area	08	Secretarial Area
Agency	09	Agency
Organizational Level 1	10	Agency Org. Level 1
Organizational Level 2	11	Agency Org. Level 1 Org. Level 2
Organizational Level 3	12	Agency Org. Level 1 Org. Level 2 Org. Level 3

200 Descriptor Tables (Continued)

204 Table Entry Keys (Continued)

Table Name	Table Number	Table-Entry-Key
Organizational Level 4	13	Agency Org. Level 1 Org. Level 2 Org. Level 3 Org. Level 4
General Ledger Account	14	GLA
Major Object	15	Major Object
Minor Object	16	Major Object Minor Object
Revenue Source	17	Revenue Source
Project	18	Project Agency
Task	19	Project Task Agency
Phase	20	Project Task Phase Agency
FIPS	21	FIPS
Political Subdivision	22	Agency PSD
Bank Code	23	Bank Code
*Payment Type	24	Payment Type
Pre-Audit Control	30	Request No. Type Hold-Value

*Tables are not currently used in CARS. Therefore, no additional information will be provided in this topic.

200 Descriptor Tables (Continued)

204 Table Entry Keys (Continued)

Table Name	Table Number	Table-Entry-Key
*GAAP Fund	31	GAAP Fund
*GAAP Subfund	32	GAAP Fund GAAP Subfund
*GAAP Conversion	33	Agency Fund Group Fund Detail GLA Project
Comptroller's Debt Setoff	35	Request No. CDS Type Value
Revenue Class	36	Revenue Class
Project Type	37	Project Type
*Subsidiary	38	GLA Subsidiary
Federal Catalog	39	Federal Catalog Number
Batch Type	40	Batch Type
Register Type	41	Register Type
Error Code	51	Error Code
Correction Element - Element No. or - Element Name	52	 Element No. Element Name
Virginia Power Account Number	53	Customer Account Number

  *Tables are not currently used in CARS. Therefore, no additional information will be provided in this topic.

200 Descriptor Tables (Continued)

205 Inquiry Procedures

The inquiry procedures for the Descriptor tables are listed below.

Step	Procedure
1	Select Descriptor, Function '20', from the CARS Master Menu and press "Enter" key.
2	Enter the table number and press "Enter" key.
3	Enter 'V' at the function prompt.
4	Type in the table entry key.
5	Press the "Enter" key.

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

206 Entry Procedures

To add a new entry on the Descriptor Table after completion of Descriptor Table Maintenance Form (DA-04-190):

Step	Procedure
1	Select Descriptor, function '20', from the CARS Master Menu and press "Enter" key.
2	Enter the table number and press "Enter" key.
3	Enter 'A' (add) at the function prompt.
4	Enter Table Entry Key from the Descriptor Table Maintenance form.
5	Enter Fiscal Year - use two zeros for an indefinite time period or enter the last two digits of a specific fiscal year for which a code is to be used.
6	Enter Reference Data, if applicable for table, positions 1 through 25 on the Descriptor Table Maintenance form.
7	Enter Title from Descriptor Table Maintenance form.
8	Enter Start or End date if necessary.
9	Press the "Enter" key.
10	Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful.
11	If a message other than "Z01" appears, refer to Subsection 900, "Table Maintenance Error Codes and Messages," for assistance.
12	Enter a 'V' (View) at the function prompt followed by the Table-Entry-Key. Review the addition for proper keying.

200 Descriptor Tables (Continued)

206 Entry Procedures (Continued)

To change an existing record after completion of the Descriptor Table Maintenance Form (DA-04-190):

Step   **Procedure**

1   Select Descriptor, function '20', from the CARS Master Menu and press "Enter" key.

2   Enter the table number and press "Enter" key.

3   Enter 'V' (View) or 'N' (Next) as appropriate at the function prompt.

4   For function 'V' (View), enter the Table Entry Key from the Descriptor Table Maintenance form.

5   Press "Enter" key.

6   If the correct record is displayed, enter 'C' for change in the prompt for function.

7   Change appropriate fields. **Table Entry Key fields cannot be changed**.

8   Press "Enter" key.

9   When a record has successfully been changed, the screen message 'Z02 - RECORD SUCCESSFULLY CHANGED' will be displayed.

10   If any other message is displayed at the bottom of the screen, refer to Subsection 900, "Table Maintenance Error Codes and Messages." Correct any errors and press the "Enter" key.

11   Enter a 'V' at the function prompt and then the Table-Entry-Key . Review the changed record for proper keying.

NOTE: The fiscal year may <u>not</u> be changed. You must delete the original code and then add it back with the changed fiscal year. For codes originally established with a fiscal year other than '00' and a start date, no manual changes are required for the code to be carried forward to the next fiscal year. DOA will execute a program to create fiscal year '00' records for these entries.

To delete a record after completion of the Descriptor Table Maintenance Form (DA-04-190):

Step   **Procedure**

1   Select Descriptor, function '20', from the CARS Master Menu and press "Enter" key.

2   Enter the table number and press "Enter" key.

3   View the entry to be deleted. (See steps 3 - 5 under changing a record)

4   Enter 'D' (Delete) at the function prompt.

5   Press "Enter" key.

6   Message 'D03 - DO YOU WISH TO DELETE? ENTER Y OR N IN THE FUNCTION FIELD.'

7   Enter 'Y' or 'N', as appropriate, in the function field.

200 Descriptor Tables (Continued)

206 Entry Procedures (Continued)

Step	Procedure
8	Press "Enter" key.
9	When record has been successfully deleted, the screen message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed.
10	Enter a 'V' at the function prompt and then the Table-Entry-Key. Verify that the next record was displayed and not the record just deleted.

207 Table Element Descriptions

The Descriptor Tables are actually made up of 38 tables. Each table is uniquely identified by a table number from 01 through 53. The description of the table elements are listed below.

Element	Length	Description
Table-Number	2	Uniquely identifies table.
Table-Entry-Key	20	The valid code or combination of codes that are defined.
Reference-Data	25	Informational data that has a defined relationship to the code identified in the Table-Entry-Key.
Title	50	The English language title for the code.

The following Elements are standard for all tables and are not included in each detailed table description.

Field	Information
Fiscal Year	Enter two zeros for an indefinite time period. Or, enter the last two digits of a specific fiscal year for which a code is to be used.
Start Date	Enter the first date a code can be used.
End Date	Enter the last date a code can be used.

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

"Fiscal Year"

A. For the following tables, the "Fiscal Year" will always be '00':

- D14 - General Ledger Account
- D21 - FIPS
- D22 - PSD
- D23 - Bank Code
- D35 - Comptroller's Debt Setoff
- D36 - Revenue Class
- D37 - Project Type
- D38 - Subsidiary Account
- D39 - Federal Catalog Number
- D40 - Batch Type
- D41 - Register Type
- D51 - Error Code
- D52 - Element Number

B. For all other tables, use the following instructions:

1. When adding a new code, enter two zeros '00' in the "Fiscal Year" field if the code will be used for an indefinite time period and the code will become effective when entered in the system.

2. When adding a new code that will be used in a specific fiscal year, the "Fiscal Year" field must be filled with the fiscal year (using the 'YY' format) the code will be used.

    The "Fiscal Year" field will default to '00' if it is left blank.

"Start Date" and "End Date"

Required: The start date or end date is required when there is a change to an original code being used in two consecutive years. The end date must be entered for the code to be used in the first consecutive year. The start date must be entered for the code to be used in the second year.

Not allowed: The start date and the end date are not allowed when the "Fiscal Year" field is '00'.

Optional: The start date and the end date are optional when adding a code having a specific fiscal year in the "Fiscal Year" field if that code is not being used in two consecutive years.

The "Start Date" and the "End Date" are required to be in the 'MMDDYY' format.

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

The following element descriptions are for each of the tables. **The tables preceeded with an asterisk (*) cannot be updated by the agencies; however, agencies may have inquiry access to these tables. The tables preceded with two asterisks (**) can only be accessed by DOA personnel**. The numbers appearing next to Table-Entry-Key and Reference Data represent the number of positions for the data in that field.

* D01 Table - Function - This table contains the 2-digit function code and title associated with a specific function.

Field/Position	Information
Table Number	'01'
Table-Entry-Key/1-2	Function Code
Reference Data	Does not apply to this table
	Function Title

* D02 Table - Subfunction - This table contains the 2-digit function code and the 2-digit subfunction code and title associated with a specific subfunction.

Field/Position	Information
Table Number	'02'
Table-Entry-Key/1-2	Function Code (Must be on D01)
/3-4	Subfunction Code
Reference Data	Does not apply to this table
Title	Subfunction Title

* D03 Table - Program - This table contains the 3-digit program code, the title associated with that specific program, and other descriptive information.

Field/Position	Information
Table Number	'03'
Table-Entry-Key/1-3	Program Code
Reference Data/1-2	Function Code (Must be on D01)
/3-4	Subfunction Code (Must be on D02)
/5	Appropriation Control Level
	1 = Program level
	2 = Program/subprogram level
	3 = Program/subprogram/element level
	9 = No appropriation control
/6	Program Detail Indicator
	'Y' = Subprogram required
	'N' = Subprogram not required
	Blank = Subprogram optional
/7	Carryforward Indicator
	'Y' = Appropriations carried forward to the new year as reappropriations
	'N' = Appropriations not carried forward
Title	Program Title

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D04 Table - Subprogram - This table contains the 3-digit program code, 2-digit subprogram code, the title associated with that specific subprogram, and other descriptive information.

Field/Position	Information
Table Number	'04'
Table-Entry-Key/1-3	Program Code (Must be on D03)
/4-5	Subprogram Code
Reference Data/1	Program Detail Indicator
	'Y' = Element required
	'N' = Element not required
	Blank = Element is optional
Title	Subprogram Title

* D05 Table - Element - This table contains the 3-digit program code, 2-digit subprogram code, 2-digit element code, and the title associated with that specific element.

Field/Position	Information
Table Number	'05'
Table-Entry-Key/1-3	Program Code (Must be on D03)
/4-5	Subprogram (Must be on D04)
/6-7	Element Code
Reference Data	Does not apply to this table
Title	Element Title

* D06 Table - Fund - This table contains the 2-digit fund group code, the title associated with that specific fund group and other descriptive information.

Field/Position	Information
Table Number	'06'
Table-Entry-Key/1-2	Fund Group Code
Reference Data/1	Cash Control Level
	0 = absolute cash control
	1 = no cash control
Title	Fund Group Title

* D07 Table - Fund Detail - This table contains the 3-digit agency code, 2-digit fund group, 2-digit fund detail code, the title associated with that specific agency/fund detail and other descriptive information.

Field/Position	Information
Table Number	'07'
Table-Entry-Key/1-3	Agency Code (Must be on D09 Table)
/4-5	Fund Group Code (Must be on D06 Table)
/6-7	Fund Detail Code

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

*D07 Table - Fund Detail (Continued)

Field/Position	Information
Reference Data/1	Cash Control Level
	0 = absolute cash control
	1 = no cash control
Title	Fund Detail Title

* D08 Table - Secretarial Area - This table contains the secretarial area code and title associated with that specific secretarial area.

Field/Position	Information
Table Number	'08'
Table-Entry-Key/1-2	Secretarial Area Code
Reference Data	Does not apply to this table
Title	Secretarial Area Title

* D09 Table - Agency - This table contains the 3-digit agency code and title associated with a specific agency and other descriptive information.

Field/Position	Information
Table Number	'09'
Table-Entry-Key/1-3	Agency Code
Reference Data/1-2	Secretarial Area (Must be on D08 Table)
/3-5	Control Agency (Must have been previously established in the D09 Table)
/6	Agency Cost Code Indicator
	'Y' = Cost code required
	'N' = Cost code not allowed
	Blank = Cost code use optional
/7	Detail Indicator
	'D' = Detail FAACS User
	'S' = Summary or Local FAACS user
	'B' = Both Summary and Detail FAACS User
	Blank = Not a FAACS user
/8	Fund Indicator
	'G' = FAACS General Fixed Asset Account Group
	'N' = Any fund except the FAACS General Fixed Asset Account Group
	'A' = Any FAACS Fund
	Blank = Not a FAACS user

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

*D09 Table - Agency (Continued)

Field/Position	Information
Reference Data/9	1099 Participation Indicator
	'Y' = Agency/Control Agency is a participant in the 1099 Reporting Program
	'N' = Agency/Control Agency is not a participant in the 1099 Reporting Program
/10	Vendor File Indicator
	'C' = Vendor names retrieved from the Agency's Vendor Edit Table
	'L' or Blank = Vendor names not retrieved from the Vendor Edit Table
	'R' = Vendor names retrieved from Control Agency's Vendor Edit Table.
/11	Control Agency Transfer Indicator
	'Y' = Control Agency has authority to transfer appropriations within control group
	Blank = No authority
/12-21	Agency's area code and phone number to be included with remittance information (check stub or Electronic Data Interchange remittance).
/22	Agency Type
	'A' = Agency with no control authority
	'B' = Both central and control agency
	'C' = Control Agency
	'N' = Non-State Agency
	'S' = Statewide "central" agency
Title	Agency Title
Reporting Entity	Agency/Control agency Federal Tax Reporting number.
CARS Security Officer Name	Name of the CARS Security Officer.
Phone	Phone number of the CARS Security Officer.

D10 Table - Organization Level 1 - This table contains the 3-digit agency, 3-digit organization level 1 code, and the title associated with that specific organization level one.

Field/Position	Information
Table Number	'10'
Table-Entry-Key/1-3	Agency Code (Must be on D09 Table)
/4-6	Organization Level One Code
Reference Data	Does not apply to this table
Title	Organization Level One Title

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

D11 Table - Organization Level 2 - This table contains the 3-digit agency, 3-digit organization level 1 code, 3-digit organization level 2 code, and the title associated with that specific organization level two.

Field/Position	Information
Table Number	'11'
Table-Entry-Key/1-3	Agency Code (Must be on D09 Table)
/4-6	Organization Level One Code (Must be on D10 Table)
/7-9	Organization Level Two Code
Reference Data	Does not apply to this table
Title	Organization Level Two Title

D12 Table - Organization Level 3 - This table contains the 3-digit agency, 3-digit organization level 1 code, 3-digit organization level 2 code, 3-digit organization level 3 code, and the title associated with that specific organization level three.

Field/Position	Information
Table Number	'12'
Table-Entry-Key/1-3	Agency Code (Must be on D09 Table)
/4-6	Organization Level One Code (Must be on D10 Table)
/7-9	Organization Level Two Code (Must be on D11 Table)
/10-12	Organization Level Three Code
Reference Data	Does not apply to this table
Title	Organization Level Three Title

D13 Table - Organization Level 4 - This table contains the 3-digit agency, 3-digit organization level 1 code, 3-digit organization level 2 code, 3-digit organization level 3 code, 3-digit organization level 4 code, and the title associated with that specific organization level four.

Field/Position	Information
Table Number	'13'
Table-Entry-Key/1-3	Agency Code
/4-6	Organization Level One Code (Must be on D10 Table)
/7-9	Organization Level Two Code (Must be on D11 Table)
/10-12	Organization Level Three Code (Must be on D12 Table)
/13-15	Organization Level Four Code
Reference Data	Does not apply to this table
Title	Organization Level Four Title

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D14 Table - General Ledger Account - This table contains the 3-digit general ledger account code, the title associated with that specific general ledger account and other descriptive information.

Field/Position	Information
Table Number	'14'
Table-Entry-Key/1-3	General Ledger Account Code
Reference Data/1	Close Indicator
	'1' = Real Account (not to be closed at year end)
	'2' = Nominal Account (closed at year end)
/2	Debit/Credit Indicator
	'D' = General Ledger Account has a normal debit balance
	'C' = General Ledger Account has a normal credit balance
/3	Subsidiary Indicator (currently unavailable in CARS)
/4	Operating Indicator
	'Y' = Operating File Support required
	'N' or Blank = Operating File Support not allowed
Title	General Ledger Account Title

* D15 Table - Major Object - This table contains the 2-digit major object code and the title associated with that specific major object.

Field/Position	Information
Table Number	'15'
Table-Entry-Key/1-2	Major Object Code
Reference Data	Does not apply to this table
Title	Major Object Title

* D16 Table - Minor Object - This table contains the 2-digit major object, 2-digit minor object code, and the title associated with that specific minor object.

Field/Position	Information
Table Number	'16'
Table-Entry-Key/1-2	Major Object Code (Must be on D15 Table)
/3-4	Minor Object Code
Reference Data/1	1099 Type Indicator - Identifies 1099 form type
/2-3	1099 Box Indicator - Identifies the 1099 reporting box.
Title	Minor Object Title

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D17 Table - Revenue Source - This table contains the 5-digit revenue source code, the title associated with that specific revenue source, and other descriptive information.

Field/Position	Information
Table Number	'17'
Table-Entry-Key/1-5	Revenue Source Code
Reference Data/1-2	First occurrence of the Fund Group in which this revenue source code may be used
/3-4	Second occurrence of the Fund Group in which this revenue source code may be used
/5-6	Third occurrence of the Fund Group in which this revenue source code may be used
/7-8	Fourth occurrence of the Fund Group in which this revenue source code may be used
/9-10	Fifth occurrence of the Fund Group in which this revenue source code may be used
/11-12	Sixth occurrence of the Fund Group in which this revenue source code may be used
/13-14	Seventh occurrence of the Fund Group in which this revenue source code may be used
/15-16	Eighth occurrence of the Fund Group in which this revenue source code may be used
/17-18	Ninth occurrence of the Fund Group in which this revenue source code may be used
/19-20	Tenth occurrence of the Fund Group in which this revenue source code may be used
/21-22	Revenue Class Code
Title	Revenue Source Title

D18 Table - Project - This table contains the 5-digit project code, 3-digit agency, the title associated with that specific project, and other descriptive information.

Field/Position	Information
Table Number	'18'
Table-Entry-Key/1-5	Project Code
/6-8	Agency Code or '000' for Statewide projects
Reference Data/1	Project Type
/2-12	Federal Identification Number
/13-19	Capital Item Number

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D18 Table - Project (Continued)

Field/Position	Information
Reference Data/20	Cash Control Posting Level Indicator
	0 = Do not move project to the cash control file key
	1 = Move project to the cash control file key
Title	Project Title

D19 Table - Project Task - This table contains the 5-digit project, 2-digit project task code, 3-digit agency, and the title associated with that specific project task.

Field/Position	Information
Table Number	'19'
Table-Entry-Key/1-5	Project Code (Must be on D18 Table)
/6-7	Project Task
/8-10	Agency Code or '000' for Statewide projects
Reference Data	Does not apply to this table
Title	Project Task Title

D20 Table - Project Phase - This table contains the 5-digit project, 2-digit project task, 2-digit project phase code, 3-digit agency, and the title associated with that specific project phase.

Field/Position	Information
Table Number	'20'
Table-Entry-Key/1-5	Project Code (Must be on D18 Table)
/6-7	Project Task (Must be on D19 Table)
/8-9	Project Phase
/10-12	Agency Code or '000' for Statewide projects
Reference Data	Does not apply to this table
Title	Project Phase Title

*** D21 Table - FIPS** - This table contains the 3-digit Federal Information Processing Standards (FIPS) code and the title associated with that specific FIPS code. The FIPS codes identify the localities or other subdivisions of the Commonwealth.

Field/Position	Information
Table Number	'21'
Table-Entry-Key/1-3	FIPS Code
Reference Date/1-3	Related FIPS
/4	FIPS Type
/5-11	U.S. Census
/12-18	School Age Census
Title	FIPS Title

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D21 Table - FIPS (Continued)

Field/Position	Information
Vendor-ID	Enter the Taxpayer Identification Number and suffix.
TDF-IND	Enter Y if locality is part of Northern Virginia Transportation District Fund.
TIP-IND	Enter Y if locality is participating in the Transportation Improvement Program Set-Aside Fund.

D22 Table - PSD - This table contains the 3-digit agency code and 3-digit Location (PSD) code and the title associated with that specific PSD code. This code is utilized to identify stores, offices, or branches of an agency.

Field/Position	Information
Table Number	'22'
Table-Entry-Key/1-3	Agency Code (Must be on D09)
/4-6	Location Code
Reference Data	Does not apply to this table
Title	Location Title

* D23 Table - Bank Code - This table contains the 4-digit Bank code and the title associated with that specific bank.

Field/Position	Information
Table Number	'23'
Table-Entry-Key/1-4	Bank Code
Reference Data/1-12	Treasury Bank Account number
/13-16	Treasury trans code
Title	Bank Title

** D30 Table - Pre-Audit Hold - This table contains the code and title associated with specific pre-audit hold requests.

Field	Pre-Audit Hold Value Length	Information
Table Number		'30'
Table-Entry-Key/1-3		Request Number
/4		Pre-Audit Type
	3	A = Agency
	1	B = Batch Type
	3	C = Transaction Code
	3	D = GLA
	4	E = Object
	3	F = Program
	2	G = Fund Group
	5	H= Project
	5	I = Revenue Source
	12	J = Transaction Amount

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

** D30 Table - Pre-Audit Hold (Continued)

Field	Pre-Audit Hold Value Length	Information
	2	K = Fiscal Year
	12	L = Certified Amount
	4	M = Fund Detail
	1	N = Vendor Indicator
	9	O = Vendor Identification
/5-16		Pre-Audit Hold Value
Reference Data		Does not apply to this table
Title		Pre-Audit Hold Title

** D35 Table - Comptroller's Debt Setoff - This table contains the code and title associated with specific debt setoff criteria.

Field/Position	CDS Value Length	Information
Table Number		'35'
Table-Entry-Key/1-3		Request Number (001 - 999)
/4		CDS Type
	1	A = Batch Type
	3	B = GLA
	9	C = EIN
	9	D = SSN
	4	E = Object Code
	4	F = Fund Code
	3	G = Trans Code
	1	H = EIN/SSN Indicator
	3	I = Agency
	5	J = Revenue Source
	7	K = Program/Subprogram/Element
	9	N = Project/Task/Phase
	2	Q = Vendor-ID Suffix
	3	R = Cost Code
	12	Y = Minimum Amount
	12	Z = Amount
/5-16		Value
Reference Data		Does not apply to this table
Title		Title

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D36 Table - Revenue Class - This table contains the 2-digit Revenue Class code and the title associated with that specific revenue class.

Field/Position	Information
Table Number	'36'
Table-Entry-Key/1-2	Revenue Class Code
Reference Data	Does not apply to this table
Title	Revenue Class Title

* D37 Table - Project Type - This table contains the 1-digit project type code and the title associated with that specific project type.

Field/Position	Information
Table Number	'37'
Table-Entry-Key/1	Project Type
Reference Data	Does not apply to this table
Title	Project Type Title

* D39 Table - Federal Catalog Number - This table contains the 8-digit Federal Catalog Number code and the title associated with that specific federal catalog number.

Field/Position	Information
Table Number	'39'
Table-Entry-Key/1-8	Federal Catalog Number
Reference Data	Does not apply to this table
Title	Federal Catalog Title

* D40 Table - Batch Type - This table contains the 1-digit Batch Type code and the title associated with that specific batch type.

Field/Position	Information
Table Number	'40'
Table-Entry-Key/1	Batch Type Code
Reference Data	Does not apply to this table
Title	Batch Type Title

* D41 Table - Register Type - This table contains the 1-digit Register Type code and the title associated with that specific register type.

Field/Position	Information
Table Number	'41'
Table-Entry-Key/1	Register Type
Reference Data	Does not apply to this table
Title	Register Type Title

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200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D51 Table - Error Code - This table contains the 3-digit Error Code, the title associated with that specific error code and other descriptive information.

Field/Position	Information
Table Number	'51'
Table-Entry-Key/1-3	Error Code
Reference Data/1-2	Element Number
/3-4	Element Length
Title	Error Message Title

** D52 Table - Element Number/Name - This table contains the 2-digit correction element code, or the 20-character element name, the title associated with that specific element and other descriptive information.

Field/Position	Information
Table Number	'52'
Table-Entry-Key/1-20	Element Number/Name
Reference Data/1-2	Element Length (The number of positions on the history record for the data element)
/3-5	Location (The location of the first position of the field on the history record)
/6	Level
	B = Batch
	H = Header
	D = Detail
	G = Group
/7-9	Detail Location (If Level is B or G, this value should be between 1 and 800 inclusive)
Title	Correction Element Title

** D53 Table - Virginia Power Account Number - This table includes the 12-digit agency customer account number for Virginia Power and other descriptive information.

Field/Position	Information
Table Number	'53'
Table-Entry-Key/1-12	Virginia Power customer account number (preceded by 3 zeroes)
Reference Data/1-3	Agency code of the agency whose customer account number is in the Table Entry Key
/4-10	Virginia Power Contract Number
Title	Service Address

208 Error Codes and Messages

All error codes and messages that apply to the Descriptor Table are listed in Subsection 902, "Descriptor Table Error Codes - 'D' Level."

300 Transaction Code Decision Table

301 Purpose

The Transaction Code Decision Table permits the predefinition of accounting system edits and operations based upon a single transaction concept of system processing. For each accounting transaction identified by a three-digit transaction code, the table identifies the general ledger impact, edits to be performed, and the files to be updated. Refer to CAPP Topic No. 60103, "Transaction Codes," for a discussion of the use of and other procedures.

302 Accessing

The Transaction Code Decision Table Maintenance/Inquiry is accessed by function '21' on the CARS Master Menu.

303 Screen Format

```
ACTL0210                 C  A  R  S  -  TRANSACTION CODE DECISION TABLE              S210
                                      MAINTENANCE/INQUIRY


        ENTER FUNCTION:     (A=ADD,  C=CHANGE,  D=DELETE,  V=VIEW,  N=NEXT,    PF13=MENU)


TRANS -CODE:
TITLE:
GENERAL LEDGER     DR-1:        CR-1:             DR-2:         CR-2:
   ACCOUNTS:       DR-3:        CR-3              DR-4          CR-4
TRANS EDIT       AGY     CT    MOD    FFY     FND    OBJ     RSC     PGM      SUB
   INDICATORS:   REV     CHK  NME    ADR     CUR    REF     ARF     GLA      FCO
                 VCH     MLT  DUE    INO     PRJ    FIP     PSD
CHECK-WRITE-IND:     DOC-CNTL-IND:      DOC-CNTL-SIGN:      REG-SEQ:       POST-SEQ:
BATCH-TYPES:
                 A/S INX  MATCH  GLA P |  A/S  INX  MATCH GLA P  |  A/S INX  MATCH  GLA P
FILE       DF:                         |                        |
POSTING    AP:                         |                        |
INDICATORS OF:                         |                        |
           PF:                         |                        |
           CC:                         |                        |
           SF:                         |                        |
           CR:                         |                        |
```

304 Entry Key

The Table-Entry-Key for the transaction code decision table is the three-digit transaction code.

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions

Element	Instruction
Transaction Code	The three-digit transaction code.
Title	The title of the transaction code, up to thirty characters.
General Ledger Accounts	The three-digit general ledger accounts to be posted.
Transaction Edit Indicators	The one character transaction edit indicator selecting the following valid values:

        R   Data element required.
        N   Data element not allowed.
    Blank   Data element optional.

The indicators relate to the following data elements:
    Agency (AGY)
    Cost Code (CT)
    Modifier (MOD)
    Funding Fiscal Year (FFY)
    Fund (FND)
    Object (OBJ)
    Revenue Source (RSC)
    Program (PGM)
    *Subsidiary General Ledger Account (SUB)
    Reverse (REV)
    Check ID (CHK)
    Vendor Name (NME)
    Vendor Address (ADR)
    Current Document No. (CUR)
    Reference Document No. (REF)
    Agency Reference (ARF)
    General Ledger Account (GLA)
    Fund Control Override (FCO)
    Agency Voucher Number (VCH)
    Multi-Purpose Code (MLT)
    Invoice Due Date (DUE)
    Invoice Number (INO)
    Project Number (PRJ)
    FIPS Code (FIP)
    Political Subdivision Code (PSD)

*Currently unavailable in CARS.

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

Element	Instructions

Check Write Indicator

The one-dgit character used to indicate whether a disbursement is to be made by CARS or a process outside of CARS. Valid values are:

    0 No disbursement.
    1 Write a positive amount to be disbursed.
    2 Non-CARS disbursement.
    3 Write a negative amount to be disbursed (i.e., credit memo).

Document Control Indicator

The one-digit indicator which identifies the type of document control for a transaction. Valid values are:

    1 = Current document number
    2 = Reference document number
    3 = Agency voucher number
    4 = Agency list number
  Blank = No document control

Document Control Sign Indicator

The one-character indicator which determines whether the transaction amount should be included in the computation of the certified amount. Valid values are:

    '+' = Add transaction amount to certified amount.
    '-' = Subtract transaction amount from certified amount.
  Blank = Do not include transaction amount in computation of certified amount.

Register Sequence Indicator

The one-digit character used to identify the general category of the transaction entered. Valid values are:

    1 Receipts
    2 Disbursements
    3* Encumbrances
    4 Budgetary
    5 Agency Transfers
    6 Payroll
    7 Miscellaneous
    8 Tax Assessments
    9 DOA Journal Entries
    D Debit Memos

*Currently unavailable in CARS.

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

Element	Instructions
Posting Sequence	The one-digit posting sequence indicator used to identify the order of posting a transaction within a batch. Valid values are:

        0 Revenue/Receipt Credits
        1 Revenue/Receipt Charges
        2 Appropriation Balance Credits
        3 Allotment Balance Credits
        4* Encumbrance Credits (Excluding Payment Related Credits)
        5 Expenditure Abatements
        6 Allotment Balance Charges
        7 Appropriation Balance Charges
        8* Encumbrance Charges
        9 Expenditure/Disbursement Charges and All Other Transactions

Element	Instructions
Batch Types	The one-character indicator which identifies the batches in which a specific transaction may appear. Ten batch types may be specified. Valid values are listed on the D40 Descriptor Table.
File Posting Indicators	Three sets of five different indicators control posting to the following files:

           Document File (DF)
           Appropriation File (AP)
           Operating File (OF)
    *   Project File (PF)
           Cash Control File (CC)
    *   Subsidiary File (SF)
           Cash Reconciliation (CR)

Element	Instructions
Add/Subtract (A/S)	The one-character indicator used to determine whether the transaction amount will be added to or subtracted from the file that is being updated. Valid values are:

        '+' = Add (to file)
        ' -' = Subtract (from file)

*Currently unavailable in CARS.

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

Element   **Instructions**

Index (INX)   The two-digit indicator used to identify which financial fields in the appropriate file are to be updated by the transaction. The valid index values are assigned as follows:

	Index	Financial Fields
Document File:	01	Document Amount
	02	Adjustment Amount
	03	Liquidation Amount
	04	Payment Amount
Appropriation File:	01	Original Appropriations
	02	Re-Appropriations
	03	Subsequent Executive Appropriation
	04	Subsequent Legislative Appropriation
	05	Deficit Appropriation
	06	Appropriation Transfers
	07	Revisions/Cancellation
	08	Allotment Quarter 1
	09	Allotment Quarter 2
	10	Allotment Quarter 3
	11	Allotment Quarter 4
	12	Accrued Expenditures
	13	Expenditure Disbursements
	14*	Encumbrances
	15	Accrued Revenues
	16	Revenue Collection
	17	Restricted Appropriation
Operating File:	01	Updated by all transactions posting to the operating file

Note: FM1 through FM13 are automatically posted based upon the fiscal month entered on detail accounting transactions. Based on the transaction code, the Start of Year accumulator will also be automatically posted.

*Currently unavailable in CARS.

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

Element	Instructions	
	Index	**Financial Fields**

Cash Control File:

	Index	Financial Fields
	01	Beginning Balance
	02	Net Transfers
	03	Revenue Collections
	04	Other Collections
	05	Expenditure Disbursements
	06	Other Disbursements
	07	Warrants in Process
	08	Investments
	09	Petty Cash

Cash Reconciliation File:

	Index	Financial Fields
	01	Automated Checks
	02	Manual Checks
	03	Negative Manual Disbursements
	04	Negative Automated Disbursements
	10	Payroll Charges
	11	Payroll Deductions
	20	Receipts
	21	Revenue Adjustment
	40	Positive Cash Transfers
	41	Negative Cash Transfers

Match

The one-character indicator which identifies if a match must be found on the referenced file. Valid values are:

    M Detail transaction must find a matching record.

    N Detail transaction must not find a matching record.

    Blank No file control.

(Note: Only applies to Document, Appropriations and Cash Control files.)

General Ledger Account (GLA)

The one-digit indicator which refers to one of the eight general ledger accounts. Enter 1 for GL-DR 1; 2 for GL-CR 1; 3 for GL-DR 2, etc. (Note: Applies only to the Document, Operating, and Subsidiary files).

Posting Document Number (P)

The one-digit indicator which identifies which document number will be posted to the document file. Valid values are:

    1 Current Document Number

    2 Reference Document Number

    Blank No document number used.

300 Transaction Code Decision Table (Continued)

306 Inquiry Procedures

The inquiry procedures for the Transaction Code Decision table are listed below.

Step	Procedure
1	Select function '21', from the CARS Master Menu and press "Enter" key.
2	Enter 'V' (View) at the function prompt.
3	Type in three-digit transaction code.
4	Press the "Enter" key.

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' (Next) at the function prompt, the next record to which the user has security access will be displayed. After each 'N' (Next) function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

307 Error Codes and Messages

All error codes and messages that apply to the Transaction Code Decision Table are listed in Subsection 906, "Transaction Code Decision Table Error Code - 'T' Level."

400 Cost Code Table

401 Purpose

The Cost Code Table provides a lower level of classification elements tailored to individual agencies. The data is assigned a three-digit cost code used to reference organization, project, FIPS, and/or PSD information for posting and reporting purposes. Refer to CAPP Topic No. 60105, "Cost Codes," for discussion of cost codes and forms preparation.

402 Accessing

The Cost Code Table Maintenance/Inquiry is accessed by entering function '22' on the CARS Master Menu.

400 Cost Code Table (Continued)

403 Screen Format

```
ACTL0201              C A R S  -   COST CODE TABLE MAINTENANCE/INQUIRY              S201

     ENTER FUNCTIONS:     (A=ADD,   C=CHANGE,   D=DELETE,   V=VIEW,   N=NEXT,   PF13=MENU)

     AGENCY:                COST-CODE:          FISCAL YEAR:

     TITLE:

     ORG-LEVEL-1:        ORG-LEVEL-2:           ORG-LEVEL-3:          ORG-LEVEL-4:

     PROJECT:            PROJECT-TASK           PROJECT PHASE:

     FIPS:        PSD:

     START-DATE:                    END-DATE:                LAST-PROC-DATE:
```

404 Entry Key

The Table-Entry-Key for the cost code table is agency and cost code.

405 Table Element Descriptions

The table is composed of an agency code, cost code, title, and informational elements including organization level, project, FIPS, and PSD. Only one informational element is required to be accepted by CARS.

Data Element	Description
Agency	The three-digit agency code identifying the state agency using the cost code.
Cost Code	The alphanumeric three-character cost code.
Title	The descriptive title given to the cost code.
Org-Level-1	The three-digit code given to the 1st level of agency organization on the Descriptor Table.
Org-Level-2	The three-digit code given to the 2nd level of agency organization on the Descriptor Table.

400 Cost Code Table (Continued)

405 Table Element Descriptions (Continued)

Data Element	Description
Org-Level-3	The three-digit code given to the 3rd level of agency organization on the Descriptor Table.
Org-Level-4	The three-digit code given to the 4th level of agency organization on the Descriptor Table.
Project	Five-digit number assigned to a specific project/grant.
Project-Task	Two-digit data element used to differentiate between work or site oriented tasks in one project.
Project-Phase	Two-digit data element used to differentiate between time oriented periods or other units during one project.
FIPS	Three-digit element identifying the geographic location according to Federal Information Processing Standards (FIPS).
PSD	Three-digit code indicating the political subdivision of Virginia.

406 Inquiry Procedures

The inquiry procedures for the Cost Code table are as follows:

Step	Procedure
1	Select Cost Code, Function '22', from the CARS Master Menu and press "Enter" key.
2	Enter 'V' (View) at the function prompt.
3	Type in three-digit agency number and three digit cost code.
4	Press the "Enter" key.

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

The first cost code for an agency can be viewed by typing a function of 'V' (View) and the three-digit agency number. By pressing the "Enter" key, the first cost code for the specified agency will be displayed.

400 Cost Code Table (Continued)

407 Entry Procedures

To add a new entry on the Cost Code Table after completing the Cost Code Table Maintenance Form (DA-04-192):

Step	Procedure
1	Select Cost Code, function '22', from the CARS Master Menu and press "Enter" key.
2	Enter 'A' (Add) at the function prompt.
3	Enter the following: (Positions refer to position on Cost Code Table Maintenance form, DA-04-192).
Agency	Enter required three-digit agency code found on the D09-Table. (Position 2-4).
Cost Code	Enter required three-character alphanumeric cost code assigned to the particular classification structure. (Position 5-7).
Title	Enter required title of the cost code given above not exceeding forty characters.

The remaining items are individually optional; however, at least one is required for the cost code to be accepted by CARS.

Org-Level-1	Enter level 1 of organization as found on the D10 Table. (Position 8-10).
Org-Level-2	Enter level 2 of organization. This item must be on the D11 Table and should only be specified if a value for Org-Level-1 is given. (Position 11-13).
Org-Level-3	Enter level 3 of organization only if level 1 and 2 have been specified. This item must be on the D12 Table. (Position 14-16).
Org-Level-4	Enter level 4 of organization only if values for level 1, 2, and 3 have been specified. If given, the value must be on the D13 Table. (Position 17-19).
Project	Enter the five position project code, if applicable. The code, if given, must be on the D18 Table. (Position 20-24).
Project-Task	If applicable, enter the two character project task found on Table D19. (Position 25 and 26).
Project-Phase	Enter the two character project phase if applicable. If given, the phase must be on the D20 Table. (Position 27 and 28).
FIPS	Enter the three character FIPS code found on the D21 Table. (Position 29-31).
PSD	Enter the three character PSD code found on Table D22. (Position 32-34).

400 Cost Code Table (Continued)

407 Entry Procedures (Continued)

Step	Procedure
4	Press the "Enter" key.
5	Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful.
6	Enter 'V' (View) at the function prompt.
7	Type in the three-digit agency number and three-digit cost code.
8	Press the "Enter" key.
9	Review data on screen for accuracy.
10	If any message appears refer to Subsection 900, "Table Maintenance Error Code and Messages" for assistance.

To change an existing record after completion of the Cost Code Table Maintenance Form (DA-04-192):

1	Select Cost Code, function '22', from the CARS Master Menu and press "Enter" key.
2	Enter 'V' (View) or 'N' (Next), as appropriate, at the function prompt.
3	For function 'V', enter agency number and cost code from the Cost Code Table Maintenance form.
4	Press "Enter" key.
5	If correct record is displayed, based on the requested key, enter 'C' for change in the prompt for function.
6	Change appropriate fields. **(Table entry key field can not be changed.)**
7	Press "Enter" key.
8	When record has successfully been changed message 'Z02 - RECORD SUCCESSFULLY CHANGED' will be displayed.
9	Enter 'V' at the function prompt.
10	Type in the three-digit agency number and three-digit cost code.
11	Press the "Enter" key.
12	Review data on screen for accuracy.
13	If any other message is displayed at the bottom of the screen, refer to Subsection 900, "Table Maintenance Error Code and Messages." Correct any errors and press the "Enter" key.

NOTE: The fiscal year may <u>not</u> be changed. You must delete the original code and then add it back with the changed fiscal year. For codes originally established with a fiscal year other than '00' and a start date, no manual changes are required for the code to be carried forward to the next fiscal year. DOA will execute a program to create fiscal year '00' records for these entries.

400 Cost Code Table (Continued)

407 Entry Procedures (Continued)

To delete a record after completion of the Cost Code Table Maintenance Form (DA-04-192):

Step	Procedure
1	Select Cost Code, function '22', from the CARS Master Menu and press "Enter" key.
2	View (see above) the cost code to be deleted.
3	Enter 'D' (Delete) at the function prompt.
4	Press "Enter" key.
5	Message 'D03 - DO YOU WISH TO DELETE? PLEASE ENTER Y OR N IN THE FUNCTION FIELD.'
6	Enter 'Y' or 'N', as appropriate, in the function field.
7	Press "Enter" key.
8	When record has been successfully deleted message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed.
9	Enter 'V' (view) at the function prompt.
10	Type in the three-digit agency and three-digit cost code.
11	Press the "Enter" key.
12	Messages 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' or 'Z08 - END OF FILE' will confirm that transaction has been deleted.

408 Error Codes and Messages

All error codes and messages that apply to the cost code table are listed in Subsection 901, "Cost Code Error Codes - 'C' Level."

500 Vendor Edit Table

501 Purpose

The Vendor Edit Table contains the name, address, EIN/SSN, and other information of employees, vendors and other entities to which an agency disburses funds. This information is used in the automatic preparation of warrants and for other special reporting purposes. Vendor information will normally be required for recording accounting transactions, such as disbursements and employee travel advances. Utilization of this table is mandatory for agencies participating in DOA's 1099 Reporting program. Use of the table is optional to all other agencies. Refer to CAPP Topic No. 60111, "Vendor Edit Table," for vendor edit table and forms preparation information.

502 Accessing

The Vendor Edit Table is accessed from the CARS Master Menu by entering a function of '23'.

500 Vendor Edit Table (Continued)

503 Screen Format

```
ACTL0230                    C A R S  -  VENDOR EDIT TABLE MAINTENANCE/INQUIRY                    S230

              ENTER FUNCTIONS:    (A=ADD,   C=CHANGE,   D=DELETE,   V=VIEW,   N=NEXT,   PF13=MENU)
                SEARCH TYPE:    (1=AGY  &  VENDOR-ID,    2=AGY  &   SORT-NAME)

AGENCY:            VENDOR ID:                          VENDOR  SFX:
                   SORT NAME:

VENDOR NAMEl
VENDOR REMITTANCE ADDRESS                              1099 MAIL TO ADDRESS
LN1:                                                  LN1:
LN2:                                                  LN2:
CITY:                                                 CITY:
ST:              ZIP:                                 ST:              ZIP

VENDOR TYPE:            EIN:                  SSN:                        VENDOR STATUS:
MINORITY BUS IND:        SMALL BUS IND:         FIPS:       PSD:

CONTACT NAME:                                                       PHONE:
SOLE PROPRIETOR NAME:
PARTNER/ESTATE/TRUST:
```

504 Entry Key

The entry key to the Vendor Edit Table is agency, vendor identification number and suffix. Records on the Vendor Edit Table can be accessed by one of two search types.

Search Type	Action
1 = Agency & Vendor ID	The Vendor Edit Table is searched according to Agency or Control Agency and Vendor ID.
2 = Agency & Sort Name	The Vendor Edit Table is searched according to Agency or Control Agency and Sort Name.

505 Table Element Descriptions

Element	Description
Agency	The three-digit agency code found on the D09 Table.
Vendor ID	The nine-digit taxpayer identification number. **DOA requires that the agency use the taxpayer identification number as the vendor identification**. Field cannot be left blank.
Vendor SFX	A two-digit number assigned by the agency. This item must be numeric.
Sort Name	The alternate sorting field for vendor name. If left blank, vendor name will be assumed.
Vendor Name	The name of the entity vendor specified by the Vendor ID.

500 Vendor Edit Table (Continued)

505 Table Element Descriptions (Continued)

Element	Description

Element   **Description**

Vendor Remittance Address   The remittance address including the city, state, and zip of the entity specified in the vendor name.

1099 Mail To Address   The address for mailing 1099 information including the city, state, and zip. (Enter only if different from remittance address.)

Vendor Type   To indicate the type of payee. Valid codes are:

Value	Definition
0	Vendor Other
1	Employee (State)
2	Federal Agency
3	State Agency
4	Local Government
5	Other Political Subdivisions
6	Corporation
7	Sole Proprietors and Individuals
8	Medical Corporations
9	Individual Payments Not Reportable
A	Partnership
B	Estate
C	Trusts

EIN   Employer Identification Number.

SSN   Social Security Number. This field is required for Vendor Type "1," employee (state).

Vendor Status   The valid values are:

Value	Definition
Blank	Active
"I"	Inactive

Minority-Bus-Ind   The valid values are:

Value	Definition
Y	Qualified Minority Business
Blank	Not applicable

Source: Office of Minority Business Enterprises

500 Vendor Edit Table (Continued)

505 Table Element Descriptions (Continued)

Element	Description
Small-Bus-Ind	The valid values are:

Value	Definition
Y	Qualified Small Business
Blank	Not applicable

Source: Office of Minority Business Enterprises

Element	Description
FIPS	The FIPS as found on the D21 Table. Required when vendor-type is a "4." Not allowed when vendor-type is not a "4."
PSD	The PSD indicator from the D22 Table. May be used when vendor-type is a "4" or a "5." Not allowed when vendor-type is not a "4" or a "5."
Contact Name	The name of the person representing the entity.
Phone No.	Phone number for the contact name.
Sole Proprietor Name	The individual owner's name and not the company name. Required for vendor types equal to "7."
Partner/Estate/Trust	The legal name of the partnership, estate, or trust and not the business trading name. Required for vendor types equal to "A," "B," or "C."

506 Inquiry Procedures

The inquiry procedures for the Vendor Edit table are listed below:

Step	Procedure
1	Select Vendor Edit, Function '23', from the CARS Master Menu and press "Enter" key.
2	Enter 'V' (View) at the function prompt.
3	Enter Search Type 1 = Agency and Vendor ID 2 = Agency and Sort Name
4	Type in the data elements as defined by Search Type.
5	Press the "Enter" key.

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

500 Vendor Edit Table (Continued)

507 Entry Procedures

To add a new entry on the Vendor Edit table after completion of the Vendor Edit Table Maintenance Form (DA-04-195):

Step	Procedure
1	Select Vendor Edit, function '23', from the CARS Master Menu and press "Enter" key.
2	Enter 'A' (Add) at the function prompt.
3	Enter information into the appropriate fields from the Vendor Edit Table Maintenance form.
4	Press the "Enter" key.
5	Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful.
6	If any other message appears refer to Subsection 900, "Table Maintenance Error Code and Messages," for assistance.

To change an existing record after completion of the Vendor Edit Table Maintenance Form (DA-04-195):

Step	Procedure
1	Select Vendor Edit, function '23', from the CARS Master Menu and press "Enter" key.
2	Enter 'V' (View) or 'N' (Next) as appropriate at the function prompt.
3	For function 'V', enter agency number and Vendor ID from the Vendor Edit Table Maintenance form.
4	Press "Enter" key.
5	If correct record is displayed, based upon the control key, enter 'C' for change in the prompt for function.
6	Change appropriate fields. Table entry key fields cannot be changed.
7	Press "Enter" key.
8	When record has successfully been changed message 'Z02 - RECORD SUCCESSFULLY CHANGED' will be displayed.
9	If another message is displayed at the bottom of the screen, refer to Subsection 900, "Table Maintenance Error Codes and Messages." Correct any error and press the "Enter" key.

500 Vendor Edit Table (Continued)

507 Entry Procedures (Continued)

To delete a record after completion of the Vendor Edit Table Maintenance Form (DA-04-195):

Step	Procedure
1	Select Vendor Edit, function '23', from the CARS Master Menu and press "Enter" key.
2	View (see above) the entry to be deleted.
3	Enter 'D' (Delete) at the function prompt.
4	Press "Enter" key.
5	Message 'D03 - DO YOU WISH TO DELETE? PLEASE ENTER Y OR N IN THE FUNCTION FIELD. '
6	Enter 'Y' or 'N', as appropriate, in the function field.
7	Press "Enter" key.
8	When record has been successfully deleted message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed.

NOTE: Agencies participating in DOA's 1099 Adjustment and Reporting System will receive an error message Z05 "Record Not Deleted - 1099 Reportable Payments on file for vendor" if for the calendar year the agency or control agency group has processed any reportable payments or adjustments for that Vendor ID. The agency will be able to delete the Vendor ID in the following calendar year if there is no reportable activity.

508 Error Codes and Messages

All error codes and messages that apply to the vendor edit table are listed in Subsection 907, "Vendor Edit Error Codes - 'V' Level."

600 Project Control Table

601 Purpose

The Project Control Table contains additional information elements for project, grant, and contract related transactions. Information elements contained in this table provide additional accounting classification data. Refer to CAPP Topic No. 60110, "Project Codes," for additional information.

602 Accessing

The Project Control Table Maintenance/Inquiry is accessed from the CARS Master Menu by entering function '24'.

600 Project Control Table (Continued)

603 Screen Format

```
ACTL0240              C A R S  -  PROJECT CONTROL TABLE MAINTENANCE/INQUIRY              S240

          ENTER FUNCTIONS:    (A=ADD,   C=CHANGE,   D=DELETE,   V=VIEW,   N=NEXT,   PF13=MENU)

AGENCY:            PROJECT:            TASK:            PHASE/YR:

TITLE:                                                                    INACTIVE ID:

PROJECT-START-DATE:              PROJECT-END-DATE:                VENDOR-NO-IND:

FEDERAL-AGENCY:          FEDERAL-CATALOG-NUMBER:

LETTER OF CREDIT ID:

PROJECT-MANAGER:
```

604 Entry Key

The Table-Entry-Key is agency code and project number.

605 Table Element Descriptions

Element	Instructions
Agency	Agency Code (Must be on D09 Table).
Project	Project Code (Must be on D18 Table).
Task	Project Task Code (Must be on D19 Table). If no task exists, enter '00'.
Phase	Project Phase Code (Must be on D20 Table). If no phase exists, enter '00'.
Title	The title of the project specified from the D18 Table.
Inactive-Ind	The value indicating the status of the project. Valid values are:

Value	Definition
I	Inactive
Blank	Active

Project-Start-Date	The start date of the project in MMDDYY format.

600 Project Control Table (Continued)

605 Table Element Descriptions (Continued)

Element	Instructions
Project-End-Date	The end date of the project in MMDDYY format.
Vendor-No-Ind*	The indication as to whether or not the vendor number is to be moved to the key in the project file. Valid values are:

Value	Definition
Y	Number is to be moved.
Blank	Number is not to be moved.

Element	Instructions
Federal-Agency*	The Federal Agency code. Required when project is between "70000" thru "99999" inclusive. Optional when project is between "40000" thru "69999" inclusive.
Federal-Catalog-Number	The number must be on the D39 Table.
Letter of Credit ID	The ID assigned by a Federal Agency, if applicable.
Project-Manager	The name of the project manager found on the Project Control File, if applicable.

* - Currently not available in CARS.

606 Inquiry Procedures

The inquiry procedures for the Project Control tables are listed below.

Step	Procedures
1	Select Project Control, Function '24', from the CARS Master Menu and press "Enter" key.
2	Enter 'V' (View) at the function prompt.
3	Type in agency code and project/task/phase.
4	Press the "Enter" key.

If correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPALYED' will be displayed at the bottom of the screen.

If the correct record, based on the Table-Entry-Key, is not displayed, message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED', will be shown.

By entering a function of 'N' (Next) at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. The function allows the user to page/scroll through the file.

600 Project Control Table (Continued)

607 Entry Procedures

To add a new entry on the Project Control Table after the completion of of Project Control Table Maintenance Form (DA-04-196):

Step	Procedure
1	Select Project Control, function '24', from the CARS Master Menu and press "Enter" key.
2	Enter 'A' (add) at the function prompt.
3	Enter agency number from the Project Control Table Maintenance form.
4	Enter Project/Task/Phase from the Project Control Table Maintenance form.
5	Enter other data, as applicable, from the Project Control Table Maintenance form.
6	Press the "Enter" key.
7	Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful.
8	If any message appears refer to Subsection 900, "Table Maintenance Error Codes and Messages," for assistance.

To delete a record after completion of the Project Control Table Maintenance form (DA-04-196):

Step	Procedure
1	Select Project Control, function '24', from the CARS Master Menu and press "Enter" key.
2	View (see above) the entry to be deleted.
3	Enter 'D' (Delete) at the function prompt.
4	Press "Enter" key.
5	Message 'D03 - DO YOU WISH TO DELETE?' 'PLEASE ENTER Y OR N IN THE FUNCTION FIELD'.
6	Enter 'Y' or 'N', as appropriate, in the function field.
7	Press "Enter" key.
8	When record has been successfully deleted, message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed.

608 Error Codes and Messages

The error codes and error messages related to the Project Control Table are listed in Subsection 904, "Project Control Error Codes - 'P' Level."

700 System Management

701 Purpose

The System Management File is designed to provide control information about the overall processing of the system. The file indicates the particular accounting periods (fiscal months/years) available for posting, contains status information about the latest update of the various system files, and maintains certain control information, such as processing time and date, which improves the audit trail of individual transactions posted in the system.

702 Accessing

This table is accessed from the CARS Master Menu by entering function '26', System Management.

703 Screen Format

```
ACTL0230                  C A R S  -  SYSTEM MANAGEMENT MAINTENANCE/INQUIRY                S260

        ENTER FUNCTIONS:     (C=CHANGE,   PF13=MENU)


CURR-FISCAL-YEAR  : 92        PRIOR-FISCAL-YEAR  : 91        PRIOR-FISCAL-YEAR-OPEN  : N
CURR-FISCAL-MONTH: 07         PRIOR-FISCAL-MONTH:  06        PRIOR-FISCAL-MONTH-OPEN: N
CLOSE-IND:  M

TABLE-COUNTS
   DT:  51,829      TD: 575        CT: 15,867        VE:  7,064        PC: 2,076


FILE-COUNTS
   AP:     2.802    CC:    1,735    DF:   186,465     FL:    207,914
   OF:  1617,325    PF:        0    SF:        0      VP:    759,248
   DH:        0     MH:  214,622    CW:        0      ER:      1,496


TABLE/FILE-ID:        NEW-COUNT:


CHECK-WRITE-DAT-OVERRIDE:
```

704 Screen Functions

The functions and the corresponding actions are listed below.

Function	Action
*C = Change	Data changed for existing record.
PF13 = Menu	Return to Master Menu.

* Valid for DOA personnel only.

705 Entry Key

Only one record exists on this table; therefore, there is no Table-Entry-Key .

700 System Management (Continued)

706 Table Element Descriptions

Data is displayed when the System Management screen is retrieved.

Element	Description
Curr-Fiscal-Year	The last two digits of the fiscal year to be designated as "current."
Prior-Fiscal-Year	The last two digits of the prior fiscal year.
Prior-Fiscal-Year-Open	An indicator showing the current status of the files. Posting can occur only for open files.
Curr-Fiscal-Month	The current month according to the system.
Prior-Fiscal-Month	The prior fiscal month according to the system which will always be 1 less than current month except when the current month is July.
Prior-Fiscal-Month-Open	An indicator showing the status of the files. A file can only be posted to when it is open.
Close-Ind	The value indicating if year end closing transactions have been run. Valid values are:

Value	Definition
M	Year end has been run.
C	Year end merge is being run.
Blank	Two fiscal years open for posting.

Element	Description
Table Counts	The record counts for each table are displayed.

DT = Descriptor Table
TD = Transaction Code Descriptor Table
CT = Cost Code Table
VE = Vendor Edit Table
PC = Project Control Table

Element	Description
File - Counts	The record count for each file is displayed.

AP = Appropriation File
OF = Operating File
DH = Daily History File
CC = Cash Control File
PF = Project File
MH = Monthly History
DF = Document File
SF = Subsidiary File
CW = Check Write File
FL = Fund Ledger File
VP = Vendor Payment File
ER = Error Suspense File

700 System Management (Continued)

706 Table Element Descriptions (Continued)

Element	Description
Table/File ID	The two character abbreviation given to the table or file whose record count is being changed.
New-Count	The new record count for the table or file specified in the Table/File ID field.
Check-Write-Date-Override	The appropriate code is as follows.

<table>
<tr><td>Value</td><td>Definition</td></tr>
<tr><td>Date</td><td>Date (MMDDYY) for which transactions are to be selected for check processing.</td></tr>
<tr><td>A</td><td>All transactions selected for check processing.</td></tr>
<tr><td>N</td><td>No transaction selected for check processing</td></tr>
<tr><td>Y</td><td>All transactions for a prior fiscal year selected for check processing.</td></tr>
</table>

707 Inquiry Procedures

The inquiry procedures for the System Management Table are listed below:

Step	Procedure
1	Select System Management, function '26', from the CARS Master Menu.
2	Press the "Enter" key.

708 Error Codes and Messages

The edit codes and messages associated with the System Management File are listed in Subsection 903, "System Management Error Codes - 'M' Level."

800 Security Table

801 Purpose

The CARS Security Table is designed to prevent unauthorized access and update of the system database through on-line functions. On-line CARS functions include financial data entry, table maintenance, financial inquiry, report request, and other miscellaneous capabilities.

The system uses a two-level approach to security. The first level of security emphasizes maximum use of the security features provided by the on-line interactive software. The second level of security is provided by the CARS application software. For a more detailed explanation of the security function refer to CAPP Volume 3, Topic No. 70220, "Security."

802 Accessing

The Security Table is accessed from the CARS Master Menu by entering a function of '25', Security.

803 Screen Format

```
ACTL0250                    C A R S  -  SECURITY TABLE MAINTENANCE/INQUIRY                       S250

          ENTER FUNCTIONS:    (A=ADD,  C=CHANGE,  D=DELETE,  V=VIEW,  N=NEXT,  PF13=MENU)

USER-ID:
USER-AGENCY:              USER TYPE:               USER NAME:
ACCESS AGENCIES:
TABLE MAINTENANCE FUNCTIONS
  D01:     D02:     D03:     D04:     D05:     D06:     D07:     D08:     D09:     D10:
  D11:     D12:     D13:     D14:     D15:     D16:     D17:     D18:     D19:     D20:
  D21:     D22:     D23:     D24:     D25:     D26:     D27:     D28:     D29:     D30:
  D37:     D38:     D39:     D40:     D41:     D51:     D52:     D53:
  TD:      CT:      VE:      PC:      SE:      SM:
FINANCIAL-DATA-FUNCTIONS
  DATA-ENTRY:      ERROR-CORRECT:          FIN-INQ:          1099-INQ:
OTHER-FUNCTIONS
  REPT-REQ:ADHOC-REPT:     NEWS:          REQU-EDIT-OPT:          FORCED-ENTRY-IND:
  REVERSE-IND:            MODIFIER-IND:
```

804 Entry Key

The entry key to the security table is the User ID.

800 Security Table (Continued)

805 Table Element Descriptions

Element	Instructions
User-ID	Seven-character code that will be the sign-on for the person specified under User-Name.
User-Agency	The three-digit agency code of the person specified under User-Name. (Must be on D09 Table)
User-Type	The value which indicates the level of on-line capabilities assigned to the User-ID.

Value	Definition
1	Pre-Audit Authority
2	DOA System Update Authority
3	DOA Data Entry Authority
4	DOA Inquiry
5	Agency Inquiry
6	Agency Data Entry or Correction
7	Agency Approval
8	Agency Data Entry and Approval

Element	Instructions
User-Name	The name of the person who will access the system with the specified User-ID.
Access Agencies	The three-digit agency code of each agency that the user will be able to access. Up to forty agencies may be entered. (Must be on D09 Table). If global access to all agencies is desired, enter "ALL" in the first field.
Table Maintenance Functions	A code may be entered for each table. Valid values are:

Value	Definition
I	Table can be viewed but not updated.
U	Table can be viewed and updated.
Blank	Cannot access table.

Financial-Data-Functions:

Element	Instructions
Data-Entry	The appropriate code listed below:

U	Function available
Blank	Data cannot be entered.

Element	Instructions
Error-Correct	Enter the appropriate code:

I	Errors can be viewed but not corrected.
U	Errors can be corrected. (For DOA personnel only.)

800 Security Table (Continued)

805 Table Element Descriptions (Continued)

Element	Instructions

Fin-Inquiry   The appropriate code:

    Y   Financial data can be viewed.
    Blank Financial Inquiry is inaccessible.

1099-Inquiry   The appropriate code:

    Y   1099 adjustment system can be accessed.
    Blank 1099 adjustment system is inaccesible.

Other Functions:

  Report Request   The appropriate code:
    Y   Reports may be requested.
    Blank Request may not be made.

  *Ad Hoc-Report

  News   The appropriate code:

    Y   News broadcasts may be updated.
    Blank News broadcasts may not be updated.

Req.-Edit-Option   The appropriate code:

    A   Validity checking only of a transaction code and amount.
    B   Validity checking of data plus related editing against system tables.
    C*   A, B, plus fund control editing.
    Blank Option may be selected at time batch data is being entered.

  *Forced Entry Indicator

Reverse-Indicator   The appropriate code:

    Y   Reverse codes allowed.
    N/Blank Reverse codes not allowed.

  *Modifier-Indicator

*Currently unavailable in CARS.

800 Security Table (Continued)

806 Inquiry Procedures

The inquiry procedures for the Security Tables are listed below.

Step	Procedure
1	Select Security, function '25', from the CARS Master Menu and press "Enter" key.
2	Enter 'V' (View) at the function prompt.
3	Type in the User ID.
4	Press the "Enter" key.

If the correct record, based upon the User ID, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the User ID, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

807 Error Codes and Messages

The codes and messages related to the security table are listed in Subsection 905, "Security Table Error Codes - 'S' Level."

900 Table Maintenance Error Codes and Messages

This section presents a description of each of the error codes that may be generated by the CARS table maintenance module. The correction procedure for table maintenance errors will normally require correction of the field in error.

Other CARS error codes (levels B, E, F, G, R, W and Z) are listed in CAPP Volume 3, Topic No. 70250, "Error Messages."

For the ease of reference, the error codes are listed in alphabetical order.

900 Table Maintenance Error Codes and Messages (Continued)

901 Cost Code Error Codes - "C" Level

Code: C01   **Message: INVALID CHAR IN KEY.**

Description of Error: An invalid control key has been entered. Allowable characters for the control keys are alphanumeric values except spaces.

Code: C06   **Message: TITLE FIELD BLANK.**

Description of Error: The title cannot be blank.

Code: C10   **Message: AGENCY NOT IN D09.**

Description of Error: The agency code entered must match an agency code in the D09 subtable.

Code: C11   **Message: COST CODE INVALID.**

Description of Error: An invalid cost code has been entered. The valid values are alphanumeric and must not equal zeros.

Code: C12   **Message: ORG LEV 1 NOT IN D10.**

Description of Error: The organization level 1 code entered must match an organization level code in the D10 subtable.

Code: C13   **Message: ORG LEV 2 NOT IN D11.**

Description of Error: The organization level 2 code entered must match an organization level 2 code in the D11 subtable.

Code: C14   **Message: ORG LEV 3 NOT IN D12.**

Description of Error: The organization level 3 code entered must match the organization level 3 code in the D12 subtable.

Code: C15   **Message: ORG LEV 4 NOT IN D13.**

Description of Error: The organization level 4 code entered must match the organization level 4 code in the D13 subtable.

Code: C16   **Message: PRJ NO NOT IN D18.**

Description of Error: If entered, the project number must match a project number in the D18 subtable.

Code: C17   **Message: PRJ TSK NOT IN D19.**

Description of Error: If entered, the project task must match a project task in the D19 subtable.

Code: C18   **Message: PRJ PHASE NOT IN D20.**

Description of Error: If entered, the project phase must match a project phase in the D20 subtable.

Code: C19   **Message: FIPS NOT IN D21.**

Description of Error: If entered, the FIPS code must match a FIPS code in the D21 subtable.

900 Table Maintenance Error Codes and Messages (Continued)

901 Cost Code Error Codes - "C" Level (Continued)

Code: C20   **Message: PSD NOT IN D22.**

Description of Error: If entered, the PSD code must match a PSD code in the D22 subtable.

Code: C24   **Message: INFO ELEMENT REQ.**

Description of Error: At a minimum, an organization level 1 code, a project number, a FIPS code or a PSD code must be entered.

Code: C25   **Message: FISCAL YEAR INVALID**

Description of Error: The Fiscal Year is invalid. The fiscal year must be blank, '00', PFY, CFY, or CFY+1.

Code: C26   **Message: START DATE INVALID**

Description of Error: If entered, the start date must be numeric. The month must be in the range of 01-12 and date must be in the range of 01-31.

Code: C27   **Message: END DT INVALID**

Description of Error: If entered, the end date must be numeric. The month must be in the range of 01-12 and date must be in the range of 01-31.

Code: C28   **Message: '00' RECORD FOUND**

Description of Error: When adding a record with a fiscal year > '00', a record with a '00' fiscal year cannot exist.

Code: C29   **Message: NON '00' REC FOUND**
Description of Error: When adding a record with a fiscal year of '00', a record with a fiscal year >'00' cannot exist.

Code: C30   **Message: ST/END DTS NOT BLANK**

Description of Error: When fiscal year is '00', the start and end dates must be blank.

Code: C31   **Message: ST-DT < ELE ST-DT**

Description of Error: The start date on the cost code cannot be earlier than the start date on one of the elements (agency, organization levels 1-4, project, task or phase).

Code: C32   **Message: END-DT > ELE END-DT**

Description of Error: The end date on the cost code cannot be later than the end date on one of the elements (agency, organization levels 1-4, project, task or phase).

Code: C33   **Message: END DT < START DT**

Description of Error: The end date cannot be earlier than the start date.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level

Code: D01   **Message: INVALID CHAR IN KEY**

Description of Error: An invalid central key has been entered. Allowable characters for the control keys are alphanumeric values or spaces.

Code: D06   **Message: TITLE FIELD BLANK**

Description of Error: The title cannot be blank.

Code: D11   **Message: INVALID LENGTH KEY.**

Description of Error: An invalid length for the table entry key has been entered. Valid length for each table number are:

Table No - Length	Table No - Length	Table No - Length
01 - 2	13 - 15	31 - 02
02 - 4	14 - 03	32 - 04
03 - 3	15 - 02	33 - 15
04 - 5	16 - 04	35 - 15
05 - 7	17 - 05	36 - 02
06 - 2	18 - 08	37 - 01
07 - 7	19 - 10	38 - 09
08 - 2	20 - 12	39 - 08
09 - 3	21 - 03	40 - 01
10 - 6	22 - 06	41 - 01
11 - 9	23 - 04	51 - 03
12 - 12	24 - 04	52 - 20
	30 - 07	53 - 12

Code: D12   **Message: REF DATA INVALID.**

Description of Error: Reference data must be blank for various table numbers. These table numbers are 01-02, 05, 08, 10-13, 15-16, 19-20, 22-24, 30-32, 36-37, and 39-41. All other tables require reference data.

Code: D13   **Message: PGM '999' INVALID.**

Description of Error: 999 is an invalid program code.

Code: D14   **Message: FUNCTION NOT IN D01.**

Description of Error: If entered, the function code must match a function code in the D01 subtable.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D15   **Message: SUB-FUNC NOT IN D02.**

Description of Error: If entered, the subfunction code must match a subfunction code in the D02 subtable.

Code: D16   **Message: AP CNTL NOT 1-3 OR 9.**

Description of Error: An invalid appropriation control level code was entered. The valid values are 1-3 and 9.

Code: D17   **Message: PGM DETAIL IND INVALID.**

Description of Error: An invalid program detail indicator was entered. The valid Values as Y, N or blank.

Code: D18   **Message: CARRYFORWARD IND INV**

Description of Error: An invalid carryforward indicator was entered. The valid values are Y, N or blank.

Code: D19   **Message: PGM NOT IN D03.**

Description of Error: If entered, the program code must match a program code in the D03 subtable.

Code: D20   **Message: SUB-PGM NOT IN D04.**

Description of Error: If entered, the sub-program code must match a sub-program code in the D04 subtable.

Code: D21   **Message: AGENCY NOT IN D09.**

Description of Error: If entered, the agency code must match an agency code in the D09 subtable.

Code: D22   **Message: FUND NOT IN D06.**

Description of Error: If entered, the fund group must match a fund group in the D06 subtable.

Code: D23   **Message: CASH CNTL INVALID.**

Description of Error: An invalid cash control code was entered. The valid values are 0 or 1.

Code: D24   **Message: SEC AREA NOT IN D08.**

Description of Error: The secretarial area entered must match a secretarial area in the D08 subtable.

Code: D25   **Message: CNTL AGY NOT IN D09.**

Description of Error: The control agency entered must match an agency in the D09 subtable.

Code: D26   **Message: AGY COST CD IND INV.**

Description of Error: An invalid cost code indicator was entered. The valid values are Y, N or blank.

Code: D27   **Message: DET IND INVALID.**

Description of Error: An invalid detail indicator was entered. The valid values are D, S, B or blank.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D28   **Message: FUND IND INVALID**

Description of Error: An invalid fund indicator was entered. The valid values are G, N, A or blank.

Code: D30   **Message: VENDOR FILE IND INV.**

Description of Error: An invalid vendor file indicator was entered. The valid values are C, R or L.

Code: D31   **Message: 1099 PARTIC IND INV.**

Description of Error: An invalid 1099 participation indicator was entered. The valid values are Y or N.

Code: D32   **Message: ORG LVL 1 NOT IN D10.**

Description of Error: The organization level 1 code entered must match an organization level 1 code in the D10 subtable.

Code: D33   **Message: ORG LVL 2 NOT IN D11.**

Description of Error: The organization level 2 code entered must match an organization level 2 code in the D11 subtable.

Code: D34   **Message: ORG LVL 3 NOT IN D12.**

Description of Error: The organization level 3 code entered must match the organization level 3 code in the D12 subtable.

Code: D35   **Message: D11 TITLE OVER 40.**

Description of Error: The English title for the organization level 2 code has a maximum of forty characters.

Code: D36   **Message: CLOSE IND INVALID.**

Description of Error: An invalid close indicator was entered. The valid values are 1, 2 or blank.

Code: D37   **Message: DR CR IND INVALID.**

Description of Error: An invalid debit-credit indicator was entered. The valid values are A, D or C.

Code: D38   **Message: SUBSID IND INVALID**

Description of Error: An invalid subsidiary indicator was entered. The valid values are Y, N or blank.

Code: D39   **Message: OF IND INVALID.**

Description of Error: An invalid operating file indicator was entered. The valid values are Y, N or blank.

Code: D40   **Message: MAJOR OBJ NOT IN D15.**

Description of Error: The major object code entered must match a major object code in the D15 subtable.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D41   **Message: FUND GRP NOT IN D06.**

Description of Error: The revenue fund group entered must match a revenue fund group in the D06 subtable.

Code: D42   **Message: REV CLASS NOT IN D36.**

Description of Error: The revenue class entered must match a revenue class in the D36 subtable.

Code: D43   **Message: PROJ AGY INV.**

Description of Error: An invalid agency code was entered. If the project type is 1 or 2, the agency code entered must match an agency code in the D09 subtable. If the project type is 3 or 4, the agency code must be '000'.

Code: D44   **Message: PROJ NO RANGE INV.**

Description of Error: An invalid project number was entered. The project number must be within the following ranges based on project type:

Project Type	Project Number
1 - Federal Grant	40000 - 69999
2 - Other	70000 - 99999
3 - Capital	10000 - 39999
4 - Special	00001 - 09999

Code: D45   **Message: PROJ TYPE NOT IN D37.**

Description of Error: The project type entered must match a project type in the D37 subtable.

Code: D46   **Message: AGENCY NOT IN D09.**

Description of Error: The agency code entered must match the agency code in the D09 subtable.

Code: D47   **Message: CASH CNTL LVL IND.**

Description of Error: An invalid cash control level indicator was entered. The valid values are 0 or 1.

Code: D48   **Message: PROJ NOT IN D18.**

Description of Error: The project number entered must match the project number in the D18 subtable.

Code: D49   **Message: PROJ TASK NOT IN D19.**

Description of Error: The project task entered must match a project task in the D19 subtable.

Code: D50   **Message: INVALID TYPE.**

Description of Error: An invalid pre-audit type was entered. The valid values are A - O.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D51   **Message: INVALID AGENCY.**

Description of Error: If the pre-audit type is 'A', the agency code entered must match an agency code in the D09 subtable.

Code: D52   **Message: INVALID BATCH TYPE.**

Description of Error: If the pre-audit type 'B', the batch type entered must match a batch type in the D40 subtable.

Code: D53   **Message: INVALID TRANS CODE.**

Description of Error: If the pre-audit type is 'C', the transaction code entered must be numeric.

Code: D54   **Message: INVALID GLA.**

Description of Error: If the pre-audit type is 'D', the general ledger account entered must match a general ledger account in the D14 subtable.

Code: D55   **Message: INVALID OBJECT.**

Description of Error: If the pre-audit type is 'E', the object code entered must match an object code in the D16 subtable.

Code: D56   **Message: INVALID PROGRAM.**

Description of Error: If the pre-audit type value is 'F', the program code entered must match a program code in the D03 subtable.

Code: D57   **Message: INVALID FUND.**

Description of Error: If the pre-audit type value is 'G', the fund group entered must match a fund group in the D06 subtable.

Code: D58   **Message: INVALID PROJECT.**

Description of Error: If the pre-audit type value is 'H', the project number entered must match a project number in the D18 subtable.

Code: D59   **Message: INVALID SOURCE.**

Description of Error: If the pre-audit type value is 'I', the revenue source entered must match a revenue source in the D17 subtable.

Code: D60   **Message: AMOUNT NOT NUMERIC**

Description of Error: If the pre-audit type value is 'J' or 'L', the audit amount must be numeric.

Code: D61   **Message: REL FIPS NOT IN D21.**

Description of Error: The reference related FIPS must match a FIPS in the D21 subtable.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D62   **Message: GAAP FUND NOT IN D31.**

Description of Error: The GAAP fund entered must match a GAAP fund in the D31 subtable.

Code: D63   **Message: AGY NOT IN D09.**

Description of Error: The agency code entered must match an agency code in the D09 subtable.

Code: D64   **Message: FUND NOT IN D06.**

Description of Error: The fund entered must match a fund code in the D06 subtable.

Code: D65   **Message: FUND DET NOT IN D07.**

Description of Error: The fund detail code entered must match a fund detail in the D07 subtable.

Code: D66   **Message: GLA NOT IN D14.**

Description of Error: The general ledger account entered must match a general ledger account in the D14 subtable.

Code: D67   **Message: CAFR PROJ NOT IN D18.**

Description of Error: The project number entered must match a project number in the D18 subtable.

Code: D68   **Message: GAAP FUND NOT IN D31.**

Description of Error: The GAAP fund entered must match a GAAP fund in the D31 subtable.

Code: D69   **Message: GAAP S-FD NOT IN D32.**

Description of Error: The GAAP subfund entered must match a GAAP subfund in the D32 subtable.

Code: D70   **Message: PROJ TYPE NOT 1-4.**

Description of Error: An invalid project type was entered. The valid values are 1-4.

Code: D71   **Message: GLA NOT IN D14.**

Description of Error: The general ledger account entered must match a general ledger account in the D14 subtable.

Code: D72   **Message: SUBSID NOT SUPPORTED.**

Description of Error: The general ledger account entered must match a general ledger account in the D14 subtable with a subsidiary indicator value of 'Y'.

Code: D73   **Message: ERR MSG > 20.**

Description of Error: The error message title can contain up to a maximum of twenty characters.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D74   **Message: DATA-ELEMENT-NO INV.**

Description of Error: An invalid data element correction number was entered. The valid values are numeric or blank.

Code: D75   **Message: DATA-ELEMENT-LEN INV.**

Description of Error: An invalid length for the data element correction number was entered. The valid values are numeric or blank.

Code: D76   **Message: CEN LENGTH INVALID.**

Description of Error: An invalid length of the correction element name was entered. The correction element length can be 1-50.

Code: D77   **Message: CEN LOC INVALID.**

Description of Error: An invalid element location has been entered. Valid values are 002-800.

Code: D78   **Message: CEN LEVEL INVALID.**

Description of Error: An invalid correction level indicator was entered. Valid values are B, H, D or G.

Code: D79   **Message: D52 D-LOCN INVALID.**

Description of Error: An invalid detail location number was entered. Valid values are 001-800.

Code: D80   **Message: KEY NOT NUMERIC.**

Description of Error: An invalid table entry key was entered. The table entry key must be numeric for the following table numbers: 01-09, 14-24, 31-33 and 36.

Code: D81   **Message: FIPS TYPE INVALID**

Description of Error: An invalid FIPS type was entered. Valid values are 'U', 'S', or 'B'.

Code: D82   **Message: US CENSUS INVALID**

Description of Error: An invalid US Census amount was entered. When FIPS type is 'U' or 'B', the US Census must be a number greater than 0. When the FIPS type is 'S', the US Census must be blank.

Code: D83   **Message: SCH AGE CENSUS INV.**

Description of Error: An invalid School Age Census was entered. When the FIPS type is 'S' or 'B', the school age census must be a number greater than 0. When the FIPS type is 'U', the school age census must be blank.

Code: D84   **Message: PH NO. NONNUMERIC.**

Description of Error: An invalid agency phone number was entered on the D09 subtable. The agency phone number must be numeric and non-blank.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D85   **Message: PRE-AUD FFY INVALID.**

Description of Error: An invalid FY was entered for Pre-audit hold type 'K'. The two positions must be numeric.

Code: D86   **Message: AGENCY TYPE INVALID.**

Description of Error: An invalid D09 subtable agency type was entered. Valid values are 'S', 'C', 'B', 'A', or 'N'.

Code: D89   **Message: RPT ENTITY CODE INV.**

Description of Error: The D09 subtable reporting entity code is invalid. For 1099 participants, the field must not be blank and must be 9 digits.

Code: D90   **Message: INV 1099 TYPE INV.**

Description of Error: The 1099 type on the D16 subtable is invalid. Valid values are 1-7.

Code: D91   **Message: 1099 BOX IND NT ALLW.**

Description of Error: The D16 subtable 1099 Box indicator is not allowed. A box indicator can only be entered when there is a 1099 Type indicator.

Code: D92   **Message: 1099 BOX IND INV.**

Description of Error: The D16 subtable 1099 Box indicator is invalid. Valid values are 01-16.

Code: D95   **Message: OFFICER NAME MISSING.**

Description of Error: The CARS Security Officer name on the D09 subtable cannot be blank.

Code: D96   **Message: OFFICER PHONE INV.**

Description of Error: The CARS Security Officer phone number on the D09 subtable must be numeric.

Code: D97   **Message: FFY NOT NUMERIC.**

Description of Error: The fiscal year must be numeric. If left blank, it will be changed to '00'.

Code: D98   **Message: INVALID START DATE.**

Description of Error: If entered, the start date must be numeric. The month must be in the range of 1-12 and date must be in the range of 01-31.

Code: D99   **Message: INVALID END DATE.**

Description of Error: If entered, the end date must be numeric. The month must be in the range of 01-12 and the date must be in the range of 01-31.

Code DA0   **Message: ST/END DTS NOT BLANK.**

Description of Error: The start and end dates must be blank when the fiscal year is '00'.

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: DA1   **Message: '00' RECORD FOUND.**

Description of Error: When adding a record with a fiscal year > '00', a record with a '00' fiscal year cannot exist.

Code: DA2   **Message: NON '00' REC FOUND.**

Description of Error: When adding a record with a fiscal year of '00', a record with a fiscal year > '00' cannot exist.

Code: DA3   **Message: FFY OUT OF RANGE.**

Description of Error: The fiscal year must be equal to the PFY, CFY, CFY+1, '00' or left blank.

Code: DA4   **Message: FFY MUST BE '00'.**

Description of Error: The fiscal year must be '00' for the following tables: 14, 21-24, 35-41, and 51-52.

Code: DA5   **Message: ST DT NOT > SPACES.**

Description of Error: When adding a record with the fiscal year = CFY and PFY is open, the start date must be filled in.

Code: DA6   **Message: PFY REC END DT BLANK.**

Description of Error: When adding a record with a fiscal year = CFY or CFY+1, the prior fiscal year record (if it exists) must have an end date.

Code: DA7   **Message: START DATE REQUIRED.**

Description of Error: When adding a record with the fiscal year = CFY+1, the start date must be filled in when the PFY is not open.

Code: DA8   **Message: END DT < START DT.**

Description of Error: The end date cannot be earlier than the start date.

Code: DA9   **Message: START DATE INVALID.**

Description of Error: When adding a record with fiscal years CFY+1, the end date on the CFY record (if it exists) must be earlier than or equal to the start date on the CFY+1 record.

Code: DB2   **Message: INVALID PAYMENT TYPE.**

Description of Error: An invalid payment type was entered on the D24 subtable. Valid payment type must be numeric and within range 9001-9999.

Code: DB3   **Message: INV START/END DATE.**

Description of Error: When adding a record to the D30 subtable, records with the same request number must have start and end dates equal.

Code: DB4   **Message: INVALID CONT AGY IND.**

Description of Error: When adding a record to the D09 table,the control agency indicator must be 'Y' or blank.

900 Table Maintenance Error Codes and Messages (Continued)

903 System Management Error Codes - "M" Level

Code: M01   **Message: INVALID CHAR IN REC.**

Description of Error: An invalid character was entered. Valid characters are alphas, numerics, '/', ')' and '('.

Code: M10   **Message: CFY NOT NUMERIC.**

Description of Error: The current fiscal year must be numeric.

Code: M11   **Message: PFY NOT NUMERIC.**

Description of Error: The prior fiscal year must be numeric.

Code: M12   **Message: PFY NOT 1 < CFY.**

Description of Error: Prior fiscal year is not 1 less than current fiscal year.

Code: M13   **Message: PFY OPEN IND INV.**

Description of Error: An invalid prior fiscal year open indicator has been entered.

Code: M14   **Message: CFM INVALID.**

Description of Error: The current fiscal month is not within the range of '01' thru '12'.

Code: M15   **Message: PFM INVALID.**

Description of Error: The prior fiscal month is not within range of '01' thru '12'.

Code: M16   **Message: PFM NOT 1 < CFM.**

Description of Error: The prior fiscal month is not 1 less than current fiscal month.

Code: M17   **Message: PFM OPEN IND INV.**

Description of Error: An invalid prior fiscal month open indicator has been entered. Valid values are 'Y' or 'N'.

Code: M18   **Message: CLOSE IND INV.**

Description of Error: An invalid close indicator has been entered. Valid values are 'C' or 'M'.

Code: M19   **Message: CK DTE OVRD INV.**

Description of Error: An invalid check write override date has been entered.

900 Table Maintenance Error Codes and Messages (Continued)

904 Project Control Error Codes - "P" Level

Code: P01   **Message: INVALID CHAR IN KEY.**

Description of Error: An invalid control key has been entered. Allowable characters for the control keys are alphanumeric characters except spaces.

Code: P06   **Message: TITLE FIELD BLANK.**

Description of Error: The title cannot be blank.

Code: P10   **Message: AGENCY NOT IN D09.**

Description of Error: The agency used in this transaction must match an agency in the agency (D09) subtable.

Code: P11   **Message: PROJ NOT IN D18.**

Description of Error: The project code must match a project code in the project (D18) subtable.

Code: P12   **Message: TASK NOT IN D19.**

Description of Error: The task must be '00' or must match a task in the project task (D19) subtable.

Code: P13   **Message: PHASE NOT IN D20.**

Description of Error: The phase must be '00' or a valid entry in the Project Phase (D20) subtable.

Code: P14   **Message: INACTIVE IND INVALID.**

Description of Error: An invalid inactive indicator has be enentered. Valid values are 'I' or blank.

Code: P16   **Message: FED CAT NOT IN D39.**

Description of Error: If coded, the federal catalog number must match a federal catalog number in the federal catalog (D39) subtable.

Code: P17   **Message: VEND NO IND INVALID.**

Description of Error: An invalid vendor number indicator has been entered. Valid values are 'Y' or blank.

Code: P18   **Message: START DATE INVALID.**

Description of Error: An invalid project start date has be enentered. Valid values are 01-12 for month, 01-31 for day, and 00-99 for year. The start date is optional.

Code: P19   **Message: END DATE INVALID.**

Description of Error: An invalid project end date has been entered. Valid values are 01-12 for month, 01-31 for day, and 00-99 for year. The end date is optional.

Code: P20   **Message: SYS DT < ST DATE.**

Description of Error: If the Project start date is blank, the system date must be equal to or greater than the start date of any of the descriptor table elements.

Code: P21   **Message: END DT < D18 END DT.**

Description of Error: The Project end date must be less than the D18 subtable end date when both fields are not equal to spaces.

900 Table Maintenance Error Codes and Messages (Continued)

905 Security Table Error Codes - "S" Level

Code: S01   **Message: INVALID CHAR IN KEY.**

Description of Error: An invalid control key has been entered. Allowable characters are alphanumeric characters.

Code: S06   **Message: USER NAME BLANK.**

Description of Error: The user name cannot be blank.

Code: S11   **Message: USER TYPE INVALID.**

Description of Error: An invalid user type has been entered. Valid values are 1-8.

Code: S12   **Message: AUTH AGY NOT IN D09.**

Description of Error: The authorized agency entered must match an authorized agency in the D09 subtable.

Code: S13   **Message: DT IND INVALID.**

Description of Error: An invalid descriptor access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S14   **Message: TD IND INVALID.**

Description of Error: An invalid transaction code access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S15   **Message: CT IN INVALID.**

Description of Error: An invalid cost code access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S16   **Message: VE IND INVALID.**

Description of Error: An invalid vendor edit access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S17   **Message: PC IND INVALID.**

Description of Error: An invalid project control access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S18   **Message: SE IND INVALID.**

Description of Error: An invalid Security Table access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S19   **Message: SM IND INVALID.**

Description of Error: An invalid System Management access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S20   **Message: FIN ENTRY IND INV.**

Description of Error: An invalid Financial Data Entry access indicator has been entered. Valid values are 'U', 'I', or blank.

900 Table Maintenance Error Codes and Messages (Continued)

905 Security Table Error Codes - "S" Level (Continued)

Code: S21   **Message: ERR CORR IND INV.**

Description of Error: An invalid Error Correction access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S23   **Message: FIN INQ IND INV.**

Description of Error: An invalid Financial Inquiry Access indicator has been entered. Valid values are 'Y' or 'N'.

Code: S24   **Message: 1099-INQ IND-INVALID.**

Description of Error: An invalid Shadow File access indicator has been entered. Valid values are 'Y' or 'N'.

Code: S25   **Message: REPT REQ IND INV.**

Description of Error: An invalid Report Request indicator has been entered. Valid values are 'Y' or 'N'.

Code: S26   **Message: AD HOC REPT IND INV.**

Description of Error: An invalid Ad Hoc Report indicator has been entered. Valid values are 'Y' or 'N'.

Code: S27   **Message: NEWS UPDATE IND INV.**

Description of Error: An invalid News broadcast access indicator has been entered. Valid values are 'Y' or 'N'.

Code: S28   **Message: REQ EDIT OPT INV.**

Description of Error: An invalid Required Edit Option has been entered. Valid values are 'A', 'B', 'C' or blank.

Code: S29   **Message: FORCE ENTRY IND INV.**

Description of Error: An invalid Forced Entry indicator has entered. Valid values are 'Y' or blank.

Code: S30   **Message: REVERSE IND INV.**

Description of Error: An invalid reverse indicator was entered. Valid values are 'Y' or blank.

Code: S31   **Message: MODIFIER IND INV.**

Description of Error: An invalid modifier indicator was entered. Valid values are 'Y' or blank.

Code: S32   **Message: ACCESS/USER AGY INV.**

Description of Error: An invalid access or user agency was entered. The agency must match an agency code on the D09 subtable.

Code: S33   **Message: SYS DATE > END DATE.**

Description of Error: The current system date must be equal to or less than the end date of any of the descriptor table elements.

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level

Code: T06   **Message: TC-NON-NUMERIC.**

Description of Error: The transaction code must be numeric.

Code: T07   **Message: TITLE FIELD BLANK.**

Description of Error: The title must not be blank.

Code: T08   **Message: UNPAIRED GL ACCOUNT.**

Description of Error: The general ledger accounts must be paired when a general ledger account number is not allowed on input.

Code: T09   **Message: DR-ACCT-1 NOT IN D14.**

Description of Error: The general ledger account debit-1 must be defined in the general ledger account D14 subtable.

Code: T10   **Message: CR-ACCT-1 NOT IN D14.**

Description of Error: The general ledger account credit-1 must be defined in the general ledger account D14 subtable.

Code: T11   **Message: DR-ACCT-2 NOT IN D14.**

Description of Error: The general ledger debit-2 must be defined in the general ledger account D14 subtable.

Code: T12   **Message: CR-ACCT-2 NOT IN D14.**

Description of Error: The general ledger account credit-2 must be defined in the general ledger account D14 subtable.

Code: T13   **Message: DR-ACCT-3 NOT IN D14.**

Description of Error: The general ledger account debit-3 must be defined in the general ledger account D14 subtable.

Code: T14   **Message: CR-ACCT-3 NOT IN D14.**

Description of Error: The general ledger account credit-3 must be defined in the general ledger account D14 subtable.

Code: T15   **Message: DR-ACCT-4 NOT IN D14.**

Description of Error: The general ledger account debit-4 must be defined in the general ledger account (D14) subtable.

Code: T16   **Message: CR-ACCT-4 NOT IN D14.**

Description of Error: The general ledger account credit-4 must be defined in the general ledger account D14 subtable.

Code: T17   **Message: CHECK WRITE IND INV.**

Description of Error: An invalid check writing indicator has been entered. Valid values are 0-3.

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T18   **Message: EDIT INDICATOR INVAL.**

Description of Error: An invalid edit indicator has been entered. Valid values are 'R', 'N', or space.

Code: T19   **Message: DOC CONT IND INVALID.**

Description of Error: An invalid document control indicator has been entered. Valid values are 1-4 or space.

Code: T20   **Message: TRANS-REQ-SEQ-INV.**

Description of Error: An invalid transaction register sequence has been entered. Valid values are 1-9 inclusive, or alphabetic.

Code: T21   **Message: POSTING SEQ INV.**

Description of Error: An invalid posting sequence indicator has been entered. Posting sequence indicator must be alphabetic or numeric.

Code: T22   **Message: INVALID BATCH TYPE**

Description of Error: An invalid batch type has been entered. The first occurrence of batch type must never be blank. The batch type must be in the D40 subtable.

Code: T23   **Message: AP-ADD-SUB INV.**

Description of Error: An invalid appropriation file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit), or blank.

Code: T24   **Message: AP-INDEX INVALID**

Description of Error: An invalid appropriation file index posting indicator has been entered. Valid values are 01-17 inclusive.

Code: T25   **Message: AP-FILE CTL INV.**

Description of Error: An invalid appropriation file control posting indicator has been entered. Valid values are "M", 'N', and blank.

Code: T26   **Message: DF-ADD-SUB INV.**

Description of Error: An invalid document file add/subtract posting indicator has been entered

Code: T27   **Message: DF-INDEX INV.**

Description of Error: An invalid document file index posting indicator has been entered. Valid values are "01" through "04".

Code: T28   **Message: DF-FILE-CNTL INV.**

Description of Error: An invalid document file match control posting indicator has been entered. Valid values are "M", "N", and blank.

Code: T29   **Message: DF-GL-ACCT-INDEX INV.**

Description of Error: An invalid document file general ledger index posting indicator has been entered. Valid values are "01" through "08".

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T30   **Message: DF-PDN-IND INV.**

Description of Error: An invalid posting document number indicator has been entered. Valid values are "1" or "2".

Code: T31   **Message: OF-ADD-SUB INV.**

Description of Error: An invalid document file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit).

Code: T32   **Message: OF-INDEX INV.**

Description of Error: An invalid operating file index posting indicator has been entered. The valid value is "01".

Code: T33   **Message: OF-GL-ACCT-INDEX INV.**

Description of Error: An invalid operating file general ledger posting indicator has been entered. Valid values are "1" through "8".

Code: T34   **Message: PF-ADD-SUB INV.**

Description of Error: An invalid project department file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit).

Code: T35   **Message: PF-INDEX INV.**

Description of Error: An invalid project department file index posting indicator has been entered. Valid values are 01-11.

Code: T36   **Message: CC-ADD-SUB INV.**

Description of Error: An invalid cash control file add/subtract posting indicator has been entered. Valid values are"+" (debit) or "-" (credit).

Code: T37   **Message: CC-INDEX INV.**

Description of Error: An invalid project department file index posting indicator has been entered. Valid values are '01' - '09'.

Code: T38   **Message: CC-FILE-CNTL INV.**

Description of Error: An invalid cash control posting indicator has been entered. Valid values are "M", "N", and blank.

Code: T39   **Message: SF-ADD-SUB INV.**

Description of Error: An invalid subsidiary file add/subtract posting indicator has been entered. Valid values are "+" (debit)or "-" (credit).

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T40   **Message: SF-INDEX INV.**

Description of Error: An invalid subsidiary file index posting indicator has been entered. Valid value is '01'.

Code: T41   **Message: SF-GL-ACCT-INDEX INV.**

Description of Error: An invalid subsidary file general ledger account index has been entered. Valid values are '1' - '8'.

Code: T42   **Message: CR-INDEX INV.**

Description of Error: An invalid cash overlay file index posting indicator has been entered. Valid values are '01' - '50'.

Code: T43   **Message: SUBSID INDS REQ.**

Description of Error: An invalid subsidiary edit indicator has been entered. The only valid value is "R" when the D14 subsidiary indicator is equal to 'Y' for any of the general ledger accounts.

Code: T44   **Message: GL-ACCT-ENTRY INV.**

Description of Error: An invalid general ledger account has been entered. If the TD-GLA-EDIT-IND is 'R', then one of the first pair of the GLA's is blank and not the other and both the second and third pairs are blank. Also, if the TD-GLA-EDIT-IND is 'R' and there is data in the third pair, there must be something in the second pair.

Code: T45   **Message: INV CWI AND VEI COMB.**

Description of Error: An invalid combination of check writing indicator and vendor edit indicator has been entered. If the check writing indicator is not '0', then the Vendor Name Edit indicator must be 'R'.

Code: T46   **Message: INV SRCE/PGM COMB.**

Description of Error: An invalid combination of Revenue Source and Program Transaction Edit Indicator has been entered. If Revenue Source is equal to 'N', 'R' and 'N', are valid Program Transaction Edit Indicators. If Revenue Source is equal to 'R' or blank, 'N' or blank are the only valid Program Transaction Edit Indicators.

Code: T47   **Message: DF-IND-REQ ADD DATA.**

Description of Error: The document file indicator requires additional data.

Code: T48   **Message: AP-IND-REQ ADD DATA.**

Description of Error: The Appropriation File indicator requires additional data.

Code: T49   **Message: CC-IND REQ ADD DATA.**

Description of Error: The Cash Control File indicator requires additional data.

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T50   **Message: OF-INDS REQ.**

Description of Error: An invalid posting indicator has been entered. If the D14 operating file indicator is equal to 'Y', the posting indicators must not be blank.

Code: T51   **Message: DOC CNTL SIGN INV.**

Description of Error: An invalid document control sign has been entered. The document control sign must be '+' or '-' value when the document control indicator is non-blank.

907 Vendor Edit Error Codes - "V" Level

Code: V01   **Message: INVALID CHAR IN KEY.**

Description of Error: Invalid character(s) have been entered in the key. Valid characters are alphas, numerics, space, "-" and "/".

Code: V06   **Message: NAME FIELD BLANK.**

Description of Error: The vendor name must be entered.

Code: V08   **Message: SEARCH TYPE INVALID.**

Description of Error: An invalid search type has been entered. If the View or Next function is selected, the search type values must be a 1 or 2.

Code: V10   **Message: AGENCY NOT IN D09.**

Description of Error: The agency code entered must match an agency code in the D09 subtable.

Code: V11   **Message: VENDOR ID BLANK.**

Description of Error: An invalid vendor number has been entered. Valid values are alphanumeric, but cannot be all zeros or blanks.

Code: V12   **Message: VEND SFX INVALID.**

Description of Error: An invalid vendor suffix has been entered. Valid values are 00-99.

Code: V13   **Message: VEND ADDR-1 INVALID.**

Description of Error: The vendor address cannot be blank.

Code: V14   **Message: VENDOR CITY REQUIRED.**

Description of Error: Vendor city must not be blank.

Code: V15   **Message: VENDOR STATE REQUIRED.**

Description of Error: The vendor state cannot be blank.

900 Table Maintenance Error Codes and Messages (Continued)

907 Vendor Edit Error Codes - "V" Level (Continued)

Code: V16   **Message: VENDOR ZIP INVALID.**

Description of Error: The vendor zip code entered cannot be blank or zero, and may not contain embedded blanks. If the first position of the zip code is an asterisk (*), then the vendor state is not required.

Code: V17   **Message: VENDOR PHONE INVALID.**

Description of Error: An invalid vendor phone number has beenentered. Valid values are 0-9, or all blanks. Valid values do not include all zeroes or embedded blanks in the last 7 positions.

Code: V18   **Message: VENDOR STATUS INVALID.**

Description of Error: An invalid vendor status indicator has been entered. Valid values are I (Inactive) or blank.

Code: V19   **Message: VEND TYPE INVALID.**

Description of Error: An invalid vendor type has been entered. Valid values are 0-9 and A-C.

Code: V20   **Message: MIN BUS IND INVALID.**

Description of Error: An invalid minority business indicator has been entered. Valid values are 'Y' and blank.

Code: V21   **Message: SMALL BUS IND INV.**

Description of Error: An invalid small business indicator has been entered. Valid values are 'Y' and blank.

Code: V22   **Message: FIPS NOT IN D21.**

Description of Error: The FIPS code entered must match a FIPS code in the D21 subtable. If the vendor type value is not a '4', the FIPS code must be blank.

Code: V23   **Message: PSD NOT IN D22.**

Description of Error: The PSD code entered must match a PSD code in the D22 subtable. If the vendor type is not a 4 or 5, the PSD must be blank.

Code: V24   **Message: Enter EIN or SSN.**

Description of Error: An EIN and/or SSN is allowed for vendor types 0, 7, and B.

Code: V25   **Message: EIN/SSN NOT NUMERIC.**

Description of Error: An invalid EIN/SSN has been entered. Valid entry is nine digits.

Code: V26   **Message: FIPS NOT ALLOWED.**

Description of Error: FIPS is only allowed when Vendor Type = 4.

900 Table Maintenance Error Codes and Messages (Continued)

907 Vendor Edit Error Codes - "V" Level (Continued)

Code: V27   **Message: PSD NOT ALLOWED.**

Description of Error: PSD is only allowed when Vendor Type = 4 or 5.

Code: V28   **Message: VEND MAIL ADDR INV.**

Description of Error: The vendor mail to address is invalid. Address Line 1 cannot be blank if Address Line 2 is nonblank. If Address Line(s) are not blank, the City and State cannot be blank.

Code: V29   **Message: MAIL ZIP CODE INV.**

Description of Error: The vendor mail to address zip code is invalid.

Code: V30   **Message: SOLE PROP/SSN REQ.**

Description of Error: If the vendor type = 7 then the sole proprietor, name and SSN number are required.

Code: V32   **Message: SOLE PROP NOT ALLOW.**

Description of Error: If the vendor type is not 7, a sole proprietor name is not allowed.

Code: V33   **Message: PRT/EST/TRT NAME REG.**

Description of Error: PRT/EST/TRT Name is required when Vendor Type = A, B, or C.

Code: V34   **Message: PRT/EST/TRT NOT ALLOW.**

Description of Error: PRT/EST/TRT Name is not allowed when Vendor Type = 0 - 9.

Code: V35   **Message: Invalid Bank Name**

Description of Error: The bank name must be entered and not be numeric.

Code: V36   **Message: Invalid Bank Address**

Description of Error: The bank address must be entered.

Code: V37   **Message: Invalid Bank Zip**

Description of Error: The bank zip code must be numeric.

Code: V38   **Message: Invalid Check/Sav Ind**

Description of Error: The bank check/saving indicator must be 'C' or 'S'.

Code: V39   **Message: Invalid ABA Number**

Description of Error: The bank ABA number must be entered.

Code: V40   **Message: Bank Acct # Required**

Description of Error: The bank account number must be entered.

900 Table Maintenance Error Codes and Messages (Continued)

Code: V41   **Message: Invalid Phone #**

Description of Error: The bank phone # must be entered with numeric values.

Code: V45   **Messaage: SSN Required**

Description of Error: If the vendor type is 1 then SSN is required.

Code: V46   **Message: EIN Required**

Description of Error: The EIN number is required for vendor types 2, 3, 4, 5, 6, 8, 9, A or C.

Code: V48   **Message: EIN Not Allowed**

Description of Error: If the vendor type is 1 the EIN is not allowed.

Code: V49   **Message: SSN Not Allowed**

Description of Error: SSN # is not allowed for vendor types 2, 3, 4, 5, 6, 8, 9, A or C.

1000 DOA Contact

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